



October 21, 2021

Questions and Answers Report



Mayor Steve Adler

Council Member Natasha Harper-Madison, District 1

Council Member Vanessa Fuentes, District 2

Council Member Sabino "Pio" Renteria, District 3

Council Member Gregorio Casar, District 4

Council Member Ann Kitchen, District 5

Council Member Mackenzie Kelly, District 6

Council Member Leslie Pool, District 7

Council Member Paige Ellis, District 8

Council Member Kathie Tovo, District 9

Council Member Alison Alter, District 10

The City Council Questions and Answers Report was derived from a need to provide City Council Members an opportunity to solicit clarifying information from City Departments as it relates to requests for council action. After a City Council Regular Meeting agenda has been published, Council Members will have the opportunity to ask questions of departments via the City Manager's Agenda Office. This process continues until 5:00 p.m. the Tuesday before the Council meeting. The final report is distributed at noon to City Council the Wednesday before the council meeting.

QUESTIONS FROM COUNCIL

Item #2: Authorize negotiation and execution of a fifth amendment to the lease agreement with Lake Austin Marina I, LP, a Texas limited partnership, extending the term for 60 months, with one extension option for an additional 60 months, for approximately 964 square feet of office space and three boat slips, located at 2215 Westlake Dr., in an amount not to exceed \$291,177.26.

COUNCIL MEMBER KELLY'S OFFICE

1) How often does APD Lake patrol go out? How many officers are assigned to Lake Patrol?

Lake Patrol has 8 officers, a corporal, and a Sergeant assigned to the unit. Lakes has two teams of 4 officers and a supervisor. Two officers patrol Lake Austin and two patrol Lady Bird Lake seven days a week. Lake Decker is patrolled as is needed.

Item #4: Authorize negotiation and execution of an amendment to the professional services agreement with URS Corporation, for engineering services for the Barton Springs Road Bridge over Barton Creek project in the amount of \$1,813,618, for a total contract amount not to exceed \$2,805,548.55. (Districts 5 and 8) [Note: This amendment will be awarded in compliance with City Code 2-9B (Minority Owned and Women Owned Business Enterprise Procurement Program). Current participation to date is 10.35% MBE and 12.23% WBE.]

COUNCIL MEMBER KELLY'S OFFICE

1) How long will this project take to complete?

Please note, this is only an estimate since we have not begun design yet.

- Preliminary Engineering: 15 months after contract execution by Capital Contracting Office (CCO) following council authorization
- Design (Including all environmental permitting): 32 months after contract execution by CCO; note design phase has to go back to council for authorization.
- Bid Phase: 6 months
- Construction Phase: 24 months after contract execution by CCO; note council has to approve construction contract award.

Total: 15 + 32 + 6 + 24 = 77 months (6 years, 5 months)

Item #4: Authorize negotiation and execution of an amendment to the professional services agreement with URS Corporation, for engineering services for the Barton Springs Road Bridge over Barton Creek project in the amount of \$1,813,618, for a total contract amount not to exceed \$2,805,548.55. (Districts 5 and 8) [Note: This amendment will be awarded in compliance with City Code 2-9B (Minority Owned and Women Owned Business Enterprise Procurement Program). Current participation to date is 10.35% MBE and 12.23% WBE.]

COUNCIL MEMBER KITCHEN'S OFFICE

- 1) *Can you clarify as you move forward into Phase 3 if we are still considering/discussing whether the bridge is expanded to include bike and ped or if it bike/ped are part of a different crossing nearby? And it seems from back up, what comes back to council in the end is a single recommendation correct? Not options to consider?*

The objective of Phase 3 is to develop and select the bridge type and style, either rehabilitation or new, and explore preliminary design options associated with the preferred bridge alternative. The bridge options and evaluations will consider all modes of transportation, and will be vetted by City of Austin stakeholders and executive management, and the preferred option will be forwarded to City Council for confirmation. Public involvement will be conducted as part of the bridge selection process, with stakeholder and public meetings taking place at strategic milestones. The development, evaluation, and selection process performed during Phase 3 will be documented in a Bridge Conceptual Engineering Report (BCER).

Part of Phase 3 will be to consider how to best include the bike/ped aspects of the bridge. Expanding the rehabilitated or new bridge to include bike/ped will be considered and a separate bike/ped crossing will be considered as well. We will have a very robust public engagement process.

Greg Montes, PARD PM for the Zilker Park Vision Plan, will be a part of our project meetings when Phase 3 is authorized.

Item #6: Authorize award and execution of a construction contract with PGC General Contractors, LLC, for the Handcox Water Treatment Plant Process Building HVAC Improvements Project Rebid in the amount of \$902,765 plus a \$90,276.50 contingency, for a total contract amount not to exceed \$993,041.50. [Note: This contract will be awarded in compliance with City Code Chapter 2-9A (Minority Owned and Women Owned Business Enterprise Procurement Program) through the achievements of Good Faith Efforts with 0.94% MBE and 0.55% WBE participation.]

COUNCIL MEMBER ALTER'S OFFICE

- 1) *Please explain the rationale behind the process buildings being built without HVAC systems during initial construction.*

In order to ensure that the construction of the Handcox Water Treatment Plant would achieve substantial completion within the available budget, non-critical features were value-engineered in the plant design phase, with the intention that those features would be completed at a later date. This allowed Austin Water to spread the costs of this major capital project over a longer period of time. Austin Water is requesting the

Climate Control (HVAC) for the process treatment areas to provide preferred environmental conditions that will aid in the longevity of the process treatment equipment.

Item #7: Authorize negotiation and execution of a professional services agreement with LJA Engineering, Inc., (staff recommendation) or one of the other qualified responders for Request for Qualifications Solicitation No. CLMP318, to provide engineering services for the 2020 Bond Substandard Streets Ross Road North project in an amount not to exceed \$2,500,000. [Note: This contract will be awarded in compliance with City Code Chapter 2-9B (Minority Owned and Women Owned Business Enterprise Procurement Program) by meeting the goals 19.00% MBE and 17.00% WBE participation.]

COUNCIL MEMBER KELLY'S OFFICE

- 1) How many substandard streets are there in the City of Austin? What is the timeline for repairing these streets?

There are over 700 lane-miles of substandard street in Austin, which is approximately 9% of current lane-miles in the City. There is currently no timeline for upgrading all the streets. Nine streets were identified for further engineering as part of the 2016 Mobility Bond. Additional funds were allocated in the 2020 Active Transportation and Safety Bond to design and construct improvements on Ross Road and Johnny Morris Road.

Item #8: Authorize award and execution of a construction contract with MAC, Inc., for the Violet Crown Trail - North Phase 2A project in the amount of \$1,366,693 plus a \$136,669.30 contingency, for a total contract amount not to exceed \$1,503,362.30. [Note: This contract will be awarded in compliance with the requirements of 49 CFR Part 26 (Disadvantaged Business Enterprise Program) and City Code Chapter 2-9A (Minority Owned and Women Owned Business Enterprise Program) by meeting the goals with 22.23% DBE participation.]

COUNCIL MEMBER KELLY'S OFFICE

- 1) *Please provide a map of the trails within the violet crown system.*

This item has been withdrawn and will be reposted with changes for the November 4, 2021 meeting. The map online will be the same one used.

Item #11: Authorize award of three multi-term contracts with Ferguson Waterworks, Core and Main, LP, and ACT Pipe and Supply, Inc. to provide fire hydrant parts, each for up to five years for a total contract amount not to exceed \$2,640,590, divided among the contractors. (Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9D Minority Owned and Women Owned Business Enterprise Procurement Program. For the goods required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established).

COUNCIL MEMBER KELLY'S OFFICE

- 1) What is the replacement schedule for fire hydrants in the City of Austin? How many total fire hydrants are serviced by the City of Austin?

The Austin Water Hydrant team does not have a replacement schedule for the City's fire hydrants, but they are inspected annually. Austin Water in partnership with Austin Fire Department currently services over 29,000 hydrants in our service area. Fire hydrant failures are very rare with typically less than 10 hydrants out of service at any one time. If a fire hydrant fails, the team evaluates the reason for failure, past repairs, and age of the hydrant to determine the hydrant should be repaired or replaced with a new unit.

Item #12: Ratify an amendment to an existing contract with Good Work Austin to provide food services, to increase the amount by \$120,000 and extend the term by 90 days for a revised total contract amount not to exceed \$648,000. (Note: This contract is exempt from the City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program; therefore, no subcontracting goals were established).

COUNCIL MEMBER FUENTES'S OFFICE

- 1) *How many meals are provided on a weekly basis?*

Good Works Austin prepares approximately 2764 meals each week.

- 2) *How many individuals are served as part of this agreement?*

From October 26, 2020 to September 30, 2021, 135,436 individuals were served.

Item #13: Authorize negotiation and execution of a multi-term cooperative contract with Envisage Technologies, LLC to provide a learning management system, for up to five years for a total contract amount not to exceed \$912,000. (Note: This procurement was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this procurement, there were no subcontracting opportunities; therefore, no subcontracting goals were established).

COUNCIL MEMBER KELLY'S OFFICE

- 1) Please provide a copy of the grant application.

Please see attached.

Item #13: Authorize negotiation and execution of a multi-term cooperative contract with Envisage Technologies, LLC to provide a learning management system, for up to five years for a total contract amount not to exceed \$912,000. (Note: This procurement was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this procurement, there were no subcontracting opportunities; therefore, no subcontracting goals were established).

COUNCIL MEMBER ALTER'S OFFICE

- 1) *What is the expected timeline for full implementation and usage of the learning management system?*

Although the timeline is subject to change, we are currently in the design phase with implementation, configuration and data migration for Q1 2022. Testing and training is scheduled for Q2 2022 and go live for Q3 2022.

Expected benefits include improve instructor-student experience, increase efficiencies by eliminating/reducing manual processes, report comprehensive data, deliver training content and create an online digital content repository. The system will also have the ability for performance reviews, employee data information (G-file), surveys and cadet testing in the future.

2) *What ways does APD plan to use the learning management system to improve department efficiencies and data collection from the training academy?*

The learning management system will address many of the challenges related to training academy deficiencies. As noted in Dr. Villanueva's SWOT analysis, the file system for lesson plans and course material is quite challenging, as there is an overreliance on Word and variation in how files are saved and where. In addition, supervisors utilize excel to chart out course schedules, and there is no master calendar for training. The new LMS will allow for better course material storage, as well as coordination among training units for scheduling. In terms of data collection, data will be collected and stored at the individual level. This will allow APD to analyze the history of each officer's training, as well as determine individual success in training evaluation. The LMS will allow the training staff to conduct surveys and utilize the responses to make training decisions. Longer term, we will be able to determine trends in training as well as training deficiencies by linking aggregate data on training to outcomes (for example, use of force incidents, IA complaints).

Item #14: Authorize negotiation and execution of an amendment to the Fiscal Year 2021-2022 Service Agreement with the Austin Housing Finance Corporation to increase funding for the Austin Transit Partnership Grant Fund in the amount of \$23,000,000, for a total contract amount not to exceed \$130,989,134.

COUNCIL MEMBER ALTER'S OFFICE

1) *Please provide details on how this item factors into the broader sequencing of transferring funding for displacement prevention. Does this item refer to one installment of several?*

Item 14 on the October 21, 2021, City Council agenda references \$23 million in Austin Transit Partnership (ATP) funding for land acquisition. The \$23 million is part of a larger \$300 million, 13-year investment in transit supportive anti-displacement activities that was approved by voters in November 2020. In February 2021, City Council approved Resolution 20210204-062, which directed staff to utilize \$23 million for affordable housing providers and community development organizations to develop or preserve affordable housing on Project Connect high-capacity transit corridors.

Accordingly, Austin Housing Finance Corporation (AHFC) will utilize the \$23 million for the following two activities: (1) acquisition of real property for future affordable housing development; and (2) access to low-barrier funding for rapid acquisition of small sites in alignment with Project Connect. AHFC plans to issue an open Request for Applications for qualified community-based organizations in the coming weeks. AHFC will immediately make available \$8 million for this purpose.

The Housing and Planning Department is currently working with both the Law and Purchasing Departments on the deployment of the remaining Project Connect Anti-Displacement funding. Upon review from a legal and procurement perspective, HPD staff will meet with Community Catalysts, the Project Connect Community Advisory Committee, and City Council to formulate a detailed, inclusive, and equitable implementation plan.

Item #14: Authorize negotiation and execution of an amendment to the Fiscal Year 2021-2022 Service Agreement with the Austin Housing Finance Corporation to increase funding for the Austin Transit Partnership Grant Fund in the amount of \$23,000,000, for a total contract amount not to exceed \$130,989,134.

COUNCIL MEMBER FUENTE’S OFFICE

- 1) *Has the Equity Tool been completed? Please share a summary of the Equity Tool function and process. How will the Equity Tool be incorporated into this planning process?*

The Equity Tool and Framework are currently being reviewed by the Legal & Procurement departments. Once this process is complete, Community Catalysts will have a final review of any proposed or suggested changes and guidance. This is scheduled to occur in November 2021. The Equity Tool’s function is to serve as a tool, helping guide and assess the historic \$300 million dollar displacement prevention investment in conjunction with Project Connect. Collaboration with historically vested community members at the brunt of displacement pressures in the transit corridors investment areas - called “Community Catalysts” - helped frame the in-depth conversations, strategy sessions, racial equity and disinvestment conversations, along with creating the space for honest conversations to be held (with consultancy support) about how to create a new path forward. The culmination of this work is the framework document, aptly named “Nothing About Us Without Us” - which aims at helping bridge the historical divide on community involvement, budget allocation, anti-displacement efforts and targeted investment on the front end of the Project Connect process. As we continue to plan the engagement and allocation of resources, the Equity Framework will be a central tool on prioritizing our actions on behalf of the community with Elected Leadership.

Item #15: Approve a resolution appointing Reed Baker to the Board of Directors of the Southeast Travis County Municipal Utility District #2 ('MUD'), as provided for in the MUD's consent agreement with the City.

COUNCIL MEMBER KELLY’S OFFICE

- 1) Please provide Mr. Bakers resume to council for review.

Reed Baker is currently the Business Development Engineer at HBH Gas Systems, where he oversees operations for the development of propane distribution systems. Previously, he spent over ten years in the oil and gas industry as a drilling engineer across Texas, Colorado, Wyoming, and Utah at several companies, including Baker Hughes and National Oilwell Varco. Before his time as a drilling engineer, Reed worked on water quality projects throughout the state of Texas.

Reed graduated from Southern Methodist University with degrees in Civil Engineering and Environmental Engineering, and he graduated from the Colorado School of Mines with a master's degree in Petroleum Engineering. He is a native of Austin, where he lives with his wife Mallory and their two dogs. Reed and Mallory are expecting their first child this fall.

Item #16: Approve a resolution confirming the reappointment of Eyna Canales-Zarate to the City of Austin's Firefighters', Police Officers' and Emergency Medical Services Personnel's Civil Service Commission.

COUNCIL MEMBER KELLY'S OFFICE

- 1) *Please provide Ms. Canales-Zaretes' resume to council for review.*

The requested documents have been sent to Council directly. Redacted versions are available from the City Clerk's office upon request.

Item #19: Authorize negotiation and execution of a park operations and maintenance agreement with The Trail Foundation for the Ann and Roy Butler Hike-and-Bike Trail at Town Lake Metropolitan Park.

COUNCIL MEMBER ALTER'S OFFICE

- 1) *Please provide a redlined version of the revised draft operations and maintenance plan.*

Attached

Item #20: Consider an ordinance amending Exhibit A to Ordinance No. 20210811-002 (City of Austin Fee and Fine Schedule) to reinstate the Fiscal Year 2020-2021 Parkland Dedication fees; authorizing the City Manager to conduct a benchmark study of the parkland dedication fees charged by peer Texas cities, a review of other cities' processes related to parkland dedication fees, and an affordability impact study of the City's parkland dedication fees; further authorizing the City Manager to provide opportunities for internal and external stakeholder engagement and feedback; and further authorizing the City Manager to provide a report to Council regarding the results of the studies and the engagement process and recommendations regarding the Parkland Dedication fees and ordinance for Council consideration by the end of April 2022.

COUNCIL MEMBER ELLIS'S OFFICE

The October 8, 2021 memo from staff includes the following statement with regard to the PLD calculation formula: "The average cost of land acquired by PARD over the last five years increased 166% from FY2020-21 to FY2021-22"

- 1) *Please provide a list of land acquired and the cost of that land per acre purchased per year since 2014.*

Please see attached.

Please also know that land acquisitions have been completed in calendar year 2021, but are not included in the attached table. The cost per acre for the completed acquisitions

in calendar year 2021 will be used to calculate the PLD fees that will be proposed as part of the Fiscal Year 2023 budget.

- 2) *Further, please provide the five-year average cost of land acquired by PARD for every year since 2014.*

Please see attached.

Please also know that land acquisitions have been completed in calendar year 2021, but are not included in the attached table. The cost per acre for the completed acquisitions in calendar year 2021 will be used to calculate the PLD fees that will be proposed as part of the Fiscal Year 2023 budget.

Item #20: Consider an ordinance amending Exhibit A to Ordinance No. 20210811-002 (City of Austin Fee and Fine Schedule) to reinstate the Fiscal Year 2020-2021 Parkland Dedication fees; authorizing the City Manager to conduct a benchmark study of the parkland dedication fees charged by peer Texas cities, a review of other cities' processes related to parkland dedication fees, and an affordability impact study of the City's parkland dedication fees; further authorizing the City Manager to provide opportunities for internal and external stakeholder engagement and feedback; and further authorizing the City Manager to provide a report to Council regarding the results of the studies and the engagement process and recommendations regarding the Parkland Dedication fees and ordinance for Council consideration by the end of April 2022.

COUNCIL MEMBER ALTER'S OFFICE

- 1) Please provide any correspondence from affordable housing developers indicating concerns or issues with the updated parkland dedication fees.

PARD response:

At this time, PARD has not received any correspondence from affordable housing developers indicating concerns or issues with the updated parkland dedication fees. A communication was received from RECA via a scheduled meeting with City leadership.

HPD Response:

Staff spoke with multiple developers of affordable housing, primarily over telephone. Several noted that, while SMART Housing Certification waives this fee, mixed income developments would be impacted. One developer estimated a 300% increase in fees. Many said they would have to balance the increase by reducing the number of affordable units.

- 2) Please provide a list of examples of affordable housing projects in the last two years that have received City subsidies and have also included market rate units in those projects. Please include the number of market rate units in each of those projects and the total number of units in each of those projects.

Developments with Market Rate components Funded through the RHDA/OHDA Programs FY19-20 - FY20-21

Saison North

Location: District 7

Request: \$ 3,200,000

Approval Date: 8/26/2021

Proposal:

Income Level	One Bedroom	Two Bedroom	Three Bedroom	Total
Up to 30% MFI	4	3	2	9
Up to 50%MFI	14	12	8	34
Up to 60% MFI	16	15	8	39
Market Rate	14	14	6	34
Total Units	48	44	24	116

A at St. Johns

Location: District 4

Request: \$198,000

Approval Date: 8/26/2021

Proposal:

Income Level	Two Bedroom units	Three Bedroom Units	Total
Up to 80% MFI	3		3
Market Rate		3	3
Total Units	3	3	6

Jackie Robinson

Location: District 1

Request: \$693,000

Approval Date: 11/12/2020

Proposal:

Income Level	One Bedroom units	Two Bedroom Units	Three Bedroom Units	Total
Up to 80% MFI	5	4		9
Market Rate	13	16	24	53
Total Units	18	20	24	62

Croslin Court

Location: District 4

Request: \$838,355

Approval Date: 8/27/2020

Proposal:

Income Level	One Bedroom units	Two Bedroom Units	Three Bedroom Units	Total
Up to 80% MFI	10	13		23
Market Rate	1	1	2	4
Total Units	11	14	2	27

The Chicon

Location: District 1

Request: \$5,549,000

Approval Date: 8/27/2020

Proposal:

Income Level	One Bedroom units	Two Bedroom Units	Three Bedroom Units	Total
Up to 80% MFI	49	8	1	58

Market Rate	11	7	1	19
Total Units	60	15	2	77

Talavera Lofts

Location: District 3

Request: \$3,000,000

Approval Date: 11/14/2019

Proposal:

Income Level	Efficiency	One Bedroom units	Two Bedroom Units	Three Bedroom Units	Total
Up to 30% MFI	8	4	2	1	15
Up to 50% MFI	29	11	3	3	46
Up to 60% MFI	15	4	6	4	29
Market Rate		1	1		2
Total Units	52	20	12	8	92

Travis Flats

Location: District 4

Request: \$2,000,000

Approval Date: 11/14/2019

Proposal:

Income Level	Efficiency	One Bedroom units	Two Bedroom Units	Three Bedroom Units	Total
Up to 30% MFI	7	6			13
Up to 50% MFI	12	25	11	1	49
Up to 60% MFI	5	40	13	2	60
Market Rate		9	10	5	24

Total Units	24	80	34	8	146
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- 3) What has been the cost per acre for land acquisitions that the City has completed in the last year, excluding hotels and water quality lands purchases that are undevelopable? How does that cost per acre compare with the cost per acre for parkland acquisition over the last year?

\$869,562 – The average cost per acre of land that the City purchased in the last year, excluding hotels and water quality lands.

\$454,605 – The average cost per acre of land that PARD acquired in the last year.

\$166,644 – The average cost per acre of land that PARD acquired in the last 5 years and was used in the PLD fee calculation for Fiscal Year 2022.

- 4) How does the parkland dedication fees compare to the actual average cost of parkland acquisition? Do the parkland acquisition fees (historically or currently) cover the average cost of parkland acquisition?

Last year, the average cost of parkland was \$235,822 per acre. In Fiscal Year 2021, the parkland dedication fee in-lieu of land was based on \$62,738 per acre (average cost of acquisitions from 2015-2019). The Fiscal Year 2022 parkland dedication fee in-lieu of land is now based on \$166,644.16 (average cost of acquisitions from 2016-2020). This update to the fee schedule's new average cost of land is almost \$70,000 per acre below what it actually cost PARD to acquire parkland in Fiscal Year 2021 (difference of \$235,822 and \$166,644.16). As such, parkland dedication fee in-lieu of land does not cover the latest costs to acquire parkland; Bond dollars must be utilized in conjunction with parkland dedication fees to close the gap to acquire parkland.

- 5) Please provide specific, vetted, data-supported examples that demonstrate undue financial hardship that could be caused by these parkland dedication fees for an affordable housing developer. Please provide specific, vetted, data-supported examples of how these fees would make an affordable housing development unviable.

PARD response:

Dwelling units that are certified SMART Housing are exempt from parkland dedication requirements. As such, a 100 percent affordable project would not have any parkland dedication requirements. PARD is not aware of any cases where the parkland dedication requirement had measurable negative impact on viability.

HPD Response:

Housing & Planning Department will complete the responses from community stakeholders and provide a response to Council at a future date once that information has been vetted, data-supported, and analyzed. The proposed ordinance would allow staff the time to bring forward the vetted, data-supported, and analyzed information as requested within this question.

- 6) The parkland dedication fee formula has been in place since 2016. The purpose of the formula was to provide regularity and transparency in the midst of dynamic cost changes. Further, the

formula does not fully capture the cost of parkland acquisition. Please provide information as to why this established formula that utilizes available market data is currently providing a challenge to city staff and their consultants as they update other programs in response to Council direction, like the Downtown Density Bonus Program.

PARD response:

From ECONorthwest, January 28, 2020, AUSTIN EXISTING DENSITY BONUS PROGRAM – LDC-RELATED BONUS AREA

https://www.austintexas.gov/sites/default/files/files/LandDevCodeRev/Housing/LDC-Related_ExistingDensityBonusPrograms_FeeRefinement_memo.pdf

This fee in-lieu of affordable housing calibration methodology can be replicated by NHCD in the future as market dynamics change. City staff can determine when the fee schedules should be revisited based on testing by others, fee revenue patterns, and market dynamics (quantity and scale of developments, construction costs, and market prices/rents).

HPD Response:

Many requirements that impact the cost of development, including increases in fees, have an impact on affordable housing incentive programs and can weaken the success of such voluntary programs, resulting in less affordable housing constructed without direct subsidy.

When the original AIS was conducted on the Parkland Dedication Fee methodology (attached), it concluded that it would have a negative impact on affordability. HPD staff would like an opportunity to consider alternatives that could, at the very least, minimize the impact to affordable housing developments by expanding the waiver beyond just SMART Housing-certified units.

HPD staff became aware of the recently adopted Parkland Dedication Fee increases on September 16th. At that time, it was unknown whether or not the increases would have an impact on the Downtown Density Bonus Program, and staff sent Council a memo on September 17th extending the timeline for the Downtown Density Bonus Program recalibration in order to have the time needed to analyze the Parkland Dedication Fee increases. This week, HPD staff completed the analysis of the recently adopted Parkland Dedication Fee increases and have concluded the fee increases did not have a significant impact on the affordable housing in-lieu fees in the Downtown Density Bonus Program; however, staff has not conducted similar analyses on other affordable housing incentive programs.



AIS_FINAL_Parkland
Dedication_091517.†

- 7) Please provide any analyses of the Development Services Department's fees / fee updates and the fees' potential impacts on affordability conducted in the last five years. Please describe how those analyses compare to the scope of analysis contemplated with this item.

HPD Response:

The Housing and Planning Department does not normally complete Affordability Impact Statements for increased fees considered as part of proposed budgets, but staff are concerned that increased fees decrease the potential for affordable housing community benefits to be achieved through incentive programs. Staff completed an Affordability Impact Statement for Street Impact Fees (attached) because they were a new proposed fee structure outside of the proposed budget process.



SIF_AIS.pdf

- 8) The Council approved the updated fees as proposed by the City Manager during the FY 22 budget process. No further action has been taken or directed by Council as it relates to the fee formula. Please provide a list of any community engagement with relevant stakeholders the City Manager, or his designees, have conducted in association with this action to stall and potentially change these fees since the Council approved the budget. Please provide a list of any meetings and the stakeholders who participated in these meetings.

PARD and CMO

The Parks and Recreation Department attended two meetings hosted with RECA also attended by the City Manager's Office.



COA Acq 2020
21.pdf

Item #21: Authorize negotiation and execution of an agreement with Collaborative Research to monitor Austin Public Health's HIV Resources Administration Unit's grant subcontracts, for a 12-month term in an amount not to exceed \$97,680.

COUNCIL MEMBER KELLY'S OFFICE

- 1) *How have these grants been managed previously?*

The day-to-day management of these grants is completed by Austin Public Health staff. Given the limited capacity of Austin Public Health's Contract Compliance Unit, the department has contracted with Collaborative Research to conduct the required in-depth monitoring since FY2017.

- 2) *What is the anticipated benefit of Collaborative Research monitoring these grants?*

Collaborative Research has demonstrated expertise with the complexities and federal requirements of Ryan White Programs and its familiarity with Austin Public Health's systems, processes, and providers, uniquely positions them to successfully provide the monitoring services.

- 3) *Why we are moving to Collaborative Research monitoring and why they haven't done it before?*

Collaborative Research has previously conducted the monitoring for APH and was selected because of their expertise in Ryan White HIV/AIDS Programs. This experience was gained through long-standing partnerships (15+ years) with numerous Ryan White Part A jurisdictions, including San Antonio and Tarrant County.

Item #22: Approve an ordinance amending the Fiscal Year 2021-2022 Austin Public Health Department Operating Budget Special Revenue Fund (Ordinance No. 20210811-001) to accept and appropriate \$3,604,098 in additional grant funds from the Texas Department of State Health Services and to add 2.0 full-time equivalent grant funded positions, for the COVID-19 Vaccination Capacity Grant.

COUNCIL MEMBER KELLY'S OFFICE

- 1) *Please provide council with a copy of the grant application.*
Attached

Item #22: Approve an ordinance amending the Fiscal Year 2021-2022 Austin Public Health Department Operating Budget Special Revenue Fund (Ordinance No. 20210811-001) to accept and appropriate \$3,604,098 in additional grant funds from the Texas Department of State Health Services and to add 2.0 full-time equivalent grant funded positions, for the COVID-19 Vaccination Capacity Grant.

COUNCIL MEMBER ALTER'S OFFICE

- 1) *Please provide additional details on the fiscal impact of this item. Was this money anticipated in the FY 22 budget?*
The fiscal impact is an increase of our existing grant by the additional monies as well as our overall approved grants budget. The Immunizations Program will have \$8,706,182 in dedicated funds from the state for the pandemic response. These funds will allow APH to hire an additional 20 positions, two of which we seek to make permanent positions, totaling over 60 employees. These funds were not anticipated.
- 2) *Does the \$3,604,098 grant cover the three years or is there an expectation of additional funds each year?*
The funding is for the three years (until 6/30/2024).
- 3) *What is the origin of the grant money - state funds or federal funding that passed to the state to distribute?*
Federal funds passed through the state.

Item #23: Authorize negotiation and execution of agreements to hire one community health worker to engage in COVID-19 response and chronic disease prevention activities, for the term of October 22, 2021 to August 30, 2022 with two 12-month extension options, with the following providers: University of Texas at Austin, Dell Medical School in an amount not to exceed \$100,000 for the initial term and each extension option, for a total agreement amount not to exceed \$300,000; Housing Authority of the City of Austin in an amount not to exceed \$80,000 for the initial term and each extension option, for a total agreement amount not to exceed \$240,000; Central Texas Community Health Centers d/b/a CommUnityCare in an amount not to exceed \$80,000 for the initial term and each extension option, for

a total agreement amount not to exceed \$240,000; Foundation Communities in an amount not to exceed \$80,000 for the initial term and each extension option, for a total agreement amount not to exceed \$240,000; and People's Community Clinic in an amount not to exceed \$80,000 for the initial term and each extension option, for a total agreement amount not to exceed \$240,000.

COUNCIL MEMBER FUENTES'S OFFICE

- 1) *While this item is related to the Federal grant received to increase our Community Health workforce, can you share a status update on the contracts with community organizations for CHW services as part of CM Fuentes' budget amendment.*

To comply with purchasing requirements, a solicitation for the \$450K in funding for Community Health Worker services is being prepared for release in December of 2021. New agreements based on the solicitation are expected by February of 2022.

Item #48: Approve the appointment of Chad Hooten, M.D. to the Austin/Travis County Sobriety Center Local Government Corporation's board of directors.

COUNCIL MEMBER ALTER'S OFFICE

- 1) *Please provide a resume, cv, or biography for the recommended candidates.*

The requested documents have been sent to Council directly. Redacted versions are available from the City Clerk's office upon request.

Item #49: Approve the reappointment of Charles Bell, M.D. to the Central Health Board of Managers.

COUNCIL MEMBER ALTER'S OFFICE

- 1) *Please provide a resume, cv, or biography for the recommended candidates.*

The requested documents have been sent to Council directly. Redacted versions are available from the City Clerk's office upon request.

The Ann and Roy Butler Trail at Town Lake Metropolitan Park
OPERATIONS AND MAINTENANCE PLAN
Prepared for: THE TRAIL FOUNDATION BOARD OF DIRECTORS

VERSION 10.01.2021 (date last updated)

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ACKNOWLEDGMENTS

The Trail Foundation is a non-profit parks organization, whose mission is to protect, enhance, and connect the Butler Hike-and-Bike-Trail at Lady Bird Lake for the benefit of all. The Butler Trail at Lady Bird Lake Operations and Maintenance Plan was developed in coordination between The Trail Foundation staff, The Trail Foundation Board of Directors, and the Austin Parks and Recreation Department.

TTF STAFF

- Heidi Anderson, CEO
- Hanna Cofer, COO
- Leslie Lilly, Conservation Director
- Grady Reed, Director of Park Operations

ETM ASSOCIATES

- Tim Marshall
- Theresa Hyslop

TTF BOARD OF DIRECTORS AND O&M TASK FORCE

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WATERSHED

- John Clement
- Tom Franke

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1.0 INTRODUCTION

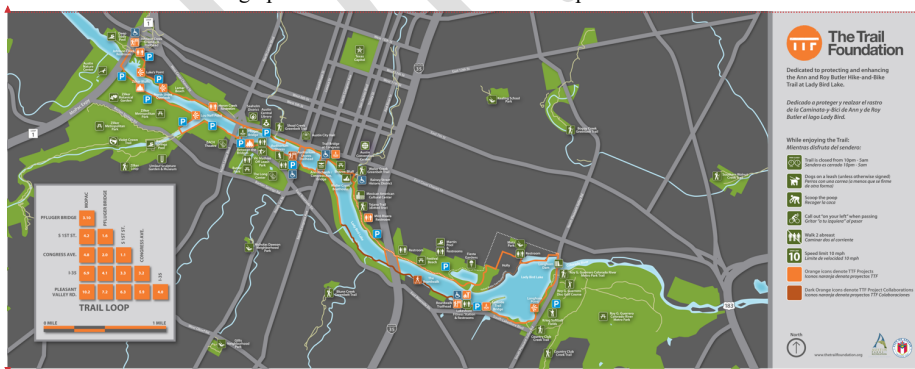
1.1 O&M Plan Utility

This document outlines a methodical process for the transfer of appropriate operations and maintenance of the Butler Hike-and-Bike-Trail at Lady Bird Lake (Butler Trail) and Town Lake Metropolitan Park from Austin Parks and Recreation Department (PARC) to The Trail Foundation (TTF). Maintenance activities and standards outlined in *Section 2.1* of this document apply to TTF operations and are not expectations for municipal entities which have their own standard operating procedures. *Section 2.3* outlines the phasing of transfer of responsibilities. Timing of these transfers will be agreed upon on an annual basis between the PARC Director and TTF. *Section 2.4* specifically outlines those activities TTF will be undertaking in year one of this plan. This plan has been created to be a living document, capable of agreed upon adjustments, and TTF will continue to work in close contact with all appropriate City partners on work conducted.

All TTF operations, capital improvements, and maintenance in parkland will follow applicable City code and regulations.

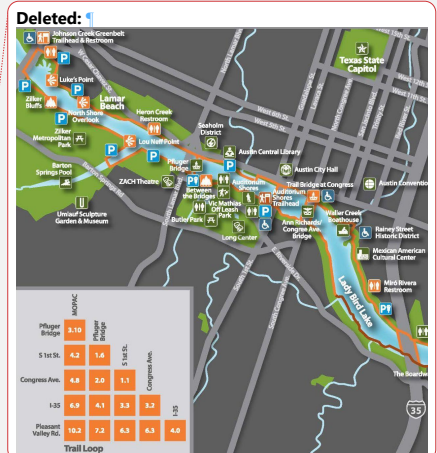
1.2 History and Location

The Trail Foundation is a non-profit parks organization, whose mission is to protect, enhance, and connect the Butler Hike-and-Bike-Trail at Lady Bird Lake for the benefit of all. We are committed to keeping the Trail a natural, well maintained, and sustainable sanctuary. The Butler Trail is a 10-mile loop trail with extensions and bridges totaling a 16-mile natural urban trail system in the heart of Austin that gets more than 4.5 million visits every year. TTF was formed in 2003 to bridge the gap between the realistic needs of and the available resources for this trail system. The rapid growth of Austin has continued to push the resource gap wider, necessitating the need for a formal partnership with TTF to address the ever-increasing operations and maintenance of the space.



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1.3 Natural Areas and Urban Forestry

The urban forest and natural areas around Lady Bird Lake are part of the very reason Austin exists and has become the city we know today. Like its cultural significance, the ecological importance of this area cannot be overstated. The Lake, Trail, urban forest, and natural areas perform critical tasks for our wellbeing, including cleaning the air, reducing noise pollution, enhancing water quality, sequestering carbon, intercepting rainfall, mitigating flooding, reducing erosion, decreasing urban temperatures, shading our recreation areas, protecting the shoreline, building soil, providing wildlife habitat, increasing public health, increasing property values, reducing infrastructure costs, and making people happy. The recommendations here acknowledge the ecological and cultural significance of the site. The strategy put forward recommends ways to sustain and improve the user experience and ecological function of the urban forest and natural areas through responsible stewardship and proper maintenance.

As stated in *The Butler Trail at Lady Bird Lake Natural Areas and Urban Forestry Guidelines*, this document also champions the following goals for managing natural areas and the urban forest:

Restore and enhance plant communities:

Manage native trees, understory, and groundcover to create diverse and aesthetically appealing plant communities that provide rich wildlife habitat.

Repair and improve ecological function:

Manage landscape to better absorb and clean water, regenerate native flora, filter air, create and stabilize soil, reduce urban temperatures, and provide more shade.

Enhance resiliency:

Manage landscape to adapt to and withstand drought, heavy use, climate change, and other major disturbances.

Enhance the user experience:

Provide aesthetically pleasing, compelling, and comfortable natural surroundings.

Facilitate stewardship:

Catalyze opportunities to appreciate, observe, and care for the natural environment as an ongoing part of people's lives.

1.4 Placemaking

TTF has a successful record of leading and providing significant support to the capital improvements of the Butler Trail. Additionally, TTF has already committed to completing more than ten new projects in the next four years. The rapid progress of parkland improvements come as part of TTF's strategic plan, developed and adopted in 2020, which identified the enhancement of the Trail as one of its core priorities. TTF intends to seize and optimize the new opportunities created by the foreseeable development along Lady Bird Lake through the support of active transportation and placemaking projects. Opportunities that will facilitate community gatherings and engagement. The adoption of this priority reflects the sustained and expanded commitment to ecological restoration/conservation, project completion, and placemaking.

1.5 Community Engagement

TTF's community engagement efforts support an Austin community that is connected to the Trail, adjacent parkland, facilities, and programs. The Trail will always be public parkland and will always belong to the people. Capital project community engagement typically includes the following components (which shift based on safety of in-person events):

- 3 Community Engagement Events (in person/on site or virtual/Zoom)
 - Dates approved by PARD
 - Public announcements of dates are made a minimum of 4 weeks in advance
- 1-2 Surveys - This can be used as an event above.
- All engagement efforts are announced through dedicated TTF emails, targeted email lists, social media, site signage, TTF website, PARD website, and other appropriate outlets. Other options include direct mailers, community fliers or large graphic site signage.
- Spanish translation & interpretation
 - Surveys, social media posts, signage, meeting materials, virtual meetings

Coordination and cooperation with PARD have been a critical success factor of TTF's community engagement efforts and our ability to directly involve Austin residents in our work since the beginning of our partnership. We coordinate outreach directly with PARD's Communications & Engagement Unit and maintain consistency with the City of Austin's Public Participation Principles of accessibility and inclusion, accountability, collaboration, consistency, respect, and stewardship.

1.6 Overview of Recommendations

The area described in the plan includes 259 acres of land surrounding Lady Bird Lake, divided into 4 sections or "maintenance zones." TTF already conducts operations and maintenance activities throughout the area; however, with the establishment of the Parkland Operations and Maintenance Agreement (POMA), TTF will be responsible for specific O&M maintenance tasks and other activities. The transition of primary responsibility will be phased over 10 years while TTF builds capacity to increase staff, resources and funding. Each maintenance zone will transition through at least 3 phases. The timeline for each zone is staggered to accommodate organizational growth (*see Section 2.4 Maintenance Zones*).

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2.0 RECOMMENDATIONS

As a long-existing public amenity, the Butler Trail at Lady Bird Lake has been historically maintained at levels that accommodate a limited municipal operations budget, sometimes resulting in high capital expenses to replace or repair damages that could have been prevented through an investment in maintenance or mitigation such as green stormwater infrastructure projects. It must be noted that excessive maintenance budgets are not always fiscally sustainable and must be balanced against capital replacement costs. The maintenance recommendations described below represent strategic adjustments to land management practices and standards of care which aim to simultaneously limit increases in annual operations spending and reduce capital replacement budgets over time. These activities and standards apply only to TTF operations and are not expectations for municipal entities which have their own standard operating procedures.

2.1 TTF Maintenance Activities and Standards

The maintenance standards described in this document represent the recommended minimum TTF requirements for each activity per maintenance cycle or visit. The frequency of cycles recommended for maintenance activity differ across the 4 zones and are designated by the “Level of Service” (see below Section 2.2). Level of Service designations are based on intensity of use.

TTF maintenance activities can be categorized into the following 3 resources categories:

Category	Description
Built Assets	Activities which address appearance, function, safety, and sanitary condition of built elements including the trail, facilities, structures, and furnishings.
Natural Assets	Activities which address stewardship of natural resources and health and function of natural areas, the urban forest, manicured landscapes, green infrastructure, and turf areas.
Special Assets	Non-public facilities and equipment maintenance, along with seasonal or special event-related maintenance

Built Assets: Maintenance Standards

General Maintenance and Safety Hazards

The Butler Trail includes a variety of assets that range in use, maintenance requirements, and repair cost. Regardless of the asset type and the differences in conditions assessments or maintenance schedules, all documented safety and hazard concerns should be addressed in an appropriate, timely manner. As a part of the regular maintenance for each asset type, inspections should include conditions assessments and reporting of safety hazards.

- Report safety hazards in an appropriate, timely manner to TTF maintenance managers.
- Document and report safety hazards to PARD.
- Secure hazard zones using appropriate signage, barricades and/or traffic safety devices.
- Address safety hazards and maintenance concerns as determined by the maintenance manager. The method and scope of maintenance repairs should be based on the severity and extent of a hazard, the long-term efficacy of the method, and cost.
- Cleaning and maintenance products should be non-toxic, environmentally sensitive and aquifer-friendly following PARDs adopted Integrated Pest Management Plan (IPM).
- Regularly document and track maintenance activities, making recurring maintenance issues easy to identify (*see Section 4.2 Maintenance Reporting*).
- Give special consideration to repair and maintenance methods that are sustainable, incorporate green infrastructure practices, and/or improve ecological function.

Trail Surface and Infrastructure

The 10-mile Butler Trail loop is primarily a soft surface trail constructed with decomposed granite. Sections of the Trail have been reinforced and repaired with stabilized decomposed granite or concrete, with edges reinforced with stone, concrete and timber retaining walls. Additionally, the Trail is connected to hard-surfaced concrete bridge and boardwalk structures that provide trail users with access across the river and over the water. A few wooden foot bridges and sections of asphalt are also represented in the Trail system. The frequent transitions between hard and soft surfaces are a maintenance concern. The impacts of heavy daily use and intense, seasonal rain also contribute significantly to the maintenance load. Lastly, 80% of the Trail is located within the 100-year floodplain, making it vulnerable to catastrophic flood events. With these conditions in mind, maintenance staff should regularly assess the Trail for safety hazards. Regular maintenance should include:

- Assess Trail at regular, frequent intervals (*refer to Section 2.2 Levels of Service*) and within 24 hours of heavy rain events.
- Identify safety hazards and maintenance concerns including but not limited to uneven surfaces, trip hazards, damaged infrastructure, pooling water, debris deposition, and excessive vegetation.
- Coordinate with COA and structural engineers to assess any large infrastructure maintenance
- Repair rill and gully erosion by resurfacing decomposed granite trail, ensuring proper material compaction and outslope grade. Stabilization of surface material should be considered in areas that consistently experience erosion.
- Repair outslope to improve water drainage - grade adjustment and/or removal of accumulated soil along trail edge.
- Repair or install retaining structures on and off trail (e.g., retaining walls, berms, check dam, etc.) to reduce erosion.
- Remove accumulated debris, soil and leaf matter from trail surface and drainage inlet grates



- Repair or install drainage infrastructure (*see Drainage Infrastructure SOP*).
- Improve transition between decomposed granite and hard surface materials.
- Replace wooden decking on foot bridges as needed.
- Reduce excessive vegetation at trail edge (*see Trail Edge Vegetation SOP*).
- Maintain 8-10 ft vertical clearance 2' from either side of the Trail, exceptions to be assessed on a case-by-case basis by PARD Forestry (*see Urban Forestry Tree Pruning SOP*).

Drainage Infrastructure (e.g., culverts, drainage pipes, concrete channels, etc.)

Heavy seasonal rain events bring high velocity stormwater flows through the parkland and onto the Butler Trail when water is diverted from adjacent impervious surfaces and directed into Lady Bird Lake to prevent dangerous flood conditions. Hard armored surface drainage structures, including concrete channels, drainage pipes, and culverts, are installed around the Trail, and adjacent parkland, to manage the impact of stormwater. Regular conditions assessment and maintenance of these structures can prevent expensive damage. Regular maintenance should include:

- Assess drainage infrastructure at regular, frequent intervals (*refer to Section 2.2 Levels of Service*) and within 24 hours of heavy rain events.
- Clear drainage structures of debris, silt, or overgrown vegetation that may impede the intended flow of water.
- Assess adjacent areas for potential impacts to the drainage structure function. Grading adjustment, vegetation management, and soil removal/replacement may be required.
- Assess drainage inlets/outlets for erosion. Energy dissipation methods may be required to reduce water velocity coming into or out of the drainage structure.
- Coordinate repairs with Watershed Protection and/or PARD Trails depending on the location and function of the infrastructure.

Gathering Areas (e.g., overlooks, pavilions, seating areas, picnic areas, etc.)

Parkland improvement projects built on the Butler Trail are typically designed to function as attractive, accessible places for people to gather. To that purpose, these places incorporate hardscape elements and landscape features that can typically accommodate heavy foot traffic and use. Examples include but are not limited to large deck structures, hard-surfaced seating areas constructed from concrete or brick pavers, steel framed pavilions, and concrete-edged gravel gathering areas. While these elements are designed and constructed for durability, they require regular maintenance and inspection. Regular maintenance should include:

- Regular patrol and assessment of safety hazards and maintenance concerns, including but not limited to trip hazards, uneven surfaces, broken or damaged features, vandalism including graffiti, litter accumulation, and cleanliness.
- Keep areas free of litter and debris.
- Sweep out or use blowers on structures and surfaces and wipe down areas with picnic tables as needed.
- Remove unwanted vegetation growth from hardscape areas including cracks, seams and expansion joints.
- Assess and repair wooden and deck structures with replacement lumber as needed. Monitor wood surface finish for reapplication or reconditioning.



- Assess brick paver areas for uneven or shifting bricks and repair/replace as needed. These areas are regularly swept and/or cleared of dirt with a blower to prevent surface accumulation along the brick seams.
- Wash surfaces following periods of high use or in areas where food and beverages are regularly consumed. Surfaces may be power washed with a fan-tipped nozzle to prevent damage or cleaned with a stiff-bristle broom.
- Rake gravel areas to an even surface, monitor and treat for unwanted vegetation growth, and replenish with material as needed to maintain attractive appearance. Leaves and other organic material should be removed to prevent accumulation.
- Spot clean structures as needed, as determined by inspections.

Trash and Recycling

The accumulation of trash along the Trail and throughout the parkland is one of the primary causes of complaint from the public. Trash receptacles are regularly placed throughout the area; however, the regular collection of trash and assessment of accumulation cycles is necessary to provide the public with a positive Trail experience. Additionally, recycling is promoted on the Butler Trail and TTF supports sustainable approaches to waste reduction. The regular maintenance cycle should include:

- Assess trash and recycling receptacles and manage the accumulation of litter.
- Keep trash and recyclable items separate when possible. Items to be recycled include aluminum, plastic, paper, cardboard. Trash and recycling are removed from receptacles when bins are more than half full.
- Collect and remove trash or debris in the immediate area around the receptacle
- Always install bin liners in receptacles.
- Dispose of trash and recycling offsite at City owned and designated dump locations.
- Monitor the trail and adjacent parkland for trash accumulation and report for additional service.
- Coordinate volunteers to help with the removal of excessive trash and debris beyond the scope of a regular maintenance cycle.

Restrooms

The restroom facilities on the Butler Trail are subject to significant impact from high use. The facilities remain unlocked 24 hours a day (unless closed and locked for maintenance repairs) but are closed during the park curfew hours of 10pm to 5am. Regular and frequent maintenance cycles will help keep the restrooms open and available to the public. All purchases of cleaning and maintenance products must be safe for the environment, ground water, sewer systems, and not harmful to people in accordance with city codes and ordinances and the PARD IPM plan.

The regular maintenance cycle should include:

- Assess proper function of lights, ventilation system, sinks, toilets, stall doors, locks, hand dryers and other features.
- Clean floors, walls and stalls.
- Empty trash receptacles.
- Wipe down and sanitize surfaces including toilets, sinks, fixtures and mirrors.
- Replenish toilet paper, paper towels, and/or soap as appropriate.



- Report vandalism, graffiti, damage or maintenance issues to Park Operations Director with photos as needed.
- Winterize restrooms before deep freezes.

Drinking Fountains

In addition to the drinking fountains located at the restroom facilities, there are also a number of free-standing drinking fountains. These serve the heavy recreational needs of the Butler Trail, and their maintenance is an important element in providing a positive experience for Trail users. Regular maintenance should include:

- Daily clean and wipe down drinking fountains.
- Check for water flow, remove any debris that clogs drains, and check for damage.
- Assess for the need to descale, adjust valve taps, and repair leaks, and schedule repairs as needed.
- Winterize drinking fountains before deep freezes.

Lighting

Lighting along the Trail helps the public enjoy the space at night. Only approximately 50% of the Butler Trail is currently lit and recommendations for improvements to the existing facilities and unlit spaces can be found in the *Butler Hike-and-Bike Trail Safety and Mobility Study*. Regular maintenance, assessment, and repairs should be completed by a licensed electrician and should include:

- All maintenance and repair should be completed by a licensed electrician.
- Assess all area and security lighting regularly, completed when light conditions are low enough to accurately assess the conditions of the lighting feature – before sunrise, after sunset.
- Check electrical system and components for function and compliance with applicable building codes.
- Check lamps for function and report outages to maintenance managers for replacement plan.
- Check for exposed electrical conduction wires and report to maintenance managers
- Check proper installation of ballast boxes and components.
- Adjust lights for uniform coverage on facilities and fixtures and to eliminate dark or blind areas and reduce glare and over lighting.
- Secure fixture and poles according to manufacturer's specifications.
- Assess poles and fixtures after major wind, ice or hailstorm events.
- Assess lighting which is damaged to the point of no longer meeting "full cut off" requirements, and repair to standards.
- Report damaged, vandalized, or bulb outage as soon as possible.

Fencing

Fencing, railings, and walls are used on the Butler Trail to either limit foot traffic or prevent access. Examples of this include the metal guard railings along the boardwalk and bridge structures, the split-rail cedar fencing along sensitive natural areas and sections of steep terrain, and the limestone block walls along the Norwood Tract. These structures are relatively low maintenance, but regular assessment and as needed repair can extend their longevity. Regular maintenance should include:

- Assess for damage, loose connections, broken pieces, shifted limestone (walls), and evidence of trespassing/vandalism. Fencing assessments can occur during trail surface inspections.
- Regularly clean and wipe down handrails.
- Repaint metal handrails as needed.
- Replace and repair broken split-rail fence timbers as needed.

Furnishings (e.g., picnic tables, park benches, bike racks, etc.)

There are several types of furnishing throughout the Butler Trail including but not limited to benches, picnic tables, bike racks, and other assets. Maintenance staff will need to regularly assess these furnishings to determine maintenance or replacement needs. Regular maintenance should include:

- Daily assessment of furnishings for damage, broken pieces, and graffiti.
- Check benches and picnic tables for loose seating connections or unstable surfaces.
- Repair and replacement done as needed.
- Power washing may be needed in areas close to where food and beverages are consumed.

Trail Counters

The Trail usage is monitored by a series of electronic trail counters which transmit information to a mobile application. The data generated from these units helps to inform operational decisions for both The City of Austin and TTF. The regular care of the trail counter units affects the reliability and transmission of data. Regular maintenance should include:

- Assess physical damage, water damage, graffiti, or dirt/debris accumulation.
- Regularly wipe counter lens clean.
- Confirm data reliability through count verification using “Eco-Link” app.
- Adjustment and sensitivities may need to be adjusted with the help of Eco Counter representative.

Fitness and Play Features

The Butler Trail currently provides a variety of fitness equipment and will include numerous new fitness and play features as a part of future park improvements. These assets include both stationary and interactive pieces that require regular assessment and maintenance for the safety of users. Regular maintenance should include:

- Assess all fitness/play equipment and areas for safety, cleanliness, operating condition and surfacing that is free and clear of hazards. Certified Playground Inspectors may be required based on the feature being assessed. In such cases, inspections will be twice per year. TTF will follow all current PARD nature play standards and guidelines as applicable.
- Visually assess nails, bolts or screws to ensure they are well connected, flush with surfaces, and undamaged.

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- Mechanically inspect features to ensure there is no damage to any components.
- Wipe down and clean equipment as needed.
- Assess lumber components of play features for replacement due to damage or rot.
- Assess fall surfacing for reconditioning or replenishing.
- Check equipment for unwanted animals and pests, such as wasps, rodents, and birds.
- Any unique parts or paints should be kept as attic stock in order to make repairs as soon as possible to avoid shutting down the feature for an extended period of time.

Installations (e.g., public art, temporary and permanent)

The Butler Trail plays host to a variety of both temporary and permanent installations which may include public art pieces, play features, and other installation types. These assets sometimes require unique maintenance based on the elements of the installation. Maintenance staff should coordinate special care standards with the associated designer, artist, or consultant associated with the installation. Regular maintenance should include:

- Regularly check installations for safety and visual appearance.
- Repairs and maintenance are unique to each individual piece depending on its location, material construction, and purpose, so repairs should be coordinated with the artist or consultant.
- A separate maintenance plan should be created for individual pieces for optimal care.

Signage

Wayfinding, interpretive, and regulator signs are all represented on the Butler Trail. Additionally, individual projects and park areas may be designated with location name or donor signage. Many other signage types also occur and include but are not limited to Trail maps, mile markers, informational kiosks or bulletin boards, and temporary signage. Regular maintenance should include:

- Regularly check signage which can be done during trash/recycling removal, mowing or patrolling the Trail.
- Check park identification and wayfinding signs are in good condition, secured and properly installed.
- Check disabled parking signs are secure, visible, and installed to code.
- Check park rules signs are secure and properly installed at the appropriate location
- Check restroom signs are secure and visible.
- Check directional and regulatory signs are clean, painted and free of protrusions and graffiti, and are in the appropriate locations.
- Assess and update Interpretive signage, as necessary, with new research at least every two to three years.
- Repair and recondition donor signage as needed.
- Remove temporary signage as needed.

Graffiti

Maintenance staff shall report signs of graffiti or vandalism to a maintenance supervisor or park manager. The park manager shall coordinate with the appropriate maintenance staff to clean up or repair the incident as soon as possible. All built assets will be regularly checked for graffiti.

Natural Assets: Maintenance Standards

Turf Care

The lawn areas around Lady Bird Lake represent an important source of recreation for the community. These areas are also the location of special events and community gatherings. Regular turf maintenance will vary between park areas due to the differences in use. Maintenance will include:

- Mowing and edging of turf areas are scheduled based on park usage where highly used parkland will be mowed more regularly based on park standard level.
- Mowing and edging cycles increase during the growing seasons between the months of March and September.
- Regularly aerate level 1 turf areas.
- Fill any ruts caused by mowing (no mowing to occur on wet turf).
- Use care to avoid hitting shrubs and planting beds during mowing, and do not damage trees.
- General weeding is performed as needed.
- Reseeding or sodding efforts occur as needed; install and maintain temporary fencing as needed to protect establishing turf.
- Fertilize turf as needed. Only plant derived fertilizers are allowed within the floodplain.
- Assess turf areas for conversion to natural area status when possible, based on use, topography, and community support.

Trail Edge Vegetation

Vegetation growing along the edge of the Trail plays an important ecological role in stabilizing the soil, providing habitat, filtering and slowing stormwater, and numerous other ecological benefits. Due to the proximity of the Trail to sensitive riparian habitat along the shoreline, it is important for maintenance staff to receive training in plant identification. Additionally, the establishment of Grow Zone areas help preserve the function of these spaces. To balance the needs of Trail users with habitat protection, a regular maintenance cycle should include:

- Regularly assess trail edge vegetation.
- Prune and mow trail edge vegetation such that it never exceeds the minimum requirement to provide a safe Trail experience.
- Remove herbaceous vegetation from the trail surface and mowed to a maximum width of 3 ft from the Trail edge. Maintenance staff should be well acquainted with the location of Grow Zones and avoid mowing in these areas even when they touch the edge of the Trail.
- Special consideration is given to park bench clearance within the Grow Zone areas such that a maximum 5ft buffer will be maintained around the bench. Herbaceous vegetation in the Grow Zone should be pruned to the minimum height of 3-8' needed to provide views of the water in areas designated for views.
- Manage vegetation around built assets including but not limited to trash/recycling receptacles, drinking fountains, handrails, signage, bridges, retaining walls, gathering areas, and restroom facilities.
- Provide 8-10 ft maximum vertical clearance at Trail edge with the exception of special circumstances to be assessed on a case-by-case basis by PARD Forestry (*see Urban Forestry SOP*).



- Remove nuisance and invasive plant species in coordination with TTF, PARD and WPD staff to ensure successful reduction of the plant population.
- Poison ivy occurring on the edge of the Trail is not managed with power tools or heavy equipment due to the aerosolization of the urushiol oils. Poison ivy vegetation will be managed by trained staff and may require the use of herbicide (to be assessed on a case-by-case basis by WPD staff).
- Revegetation efforts along the Trail edge will be coordinated with input from TTF, PARD, and WPD staff.

Manicured Planting Areas

As a part of all parkland improvement projects promoted and led by TTF, native planting areas play a significant role in both the aesthetics of the space and its ecological function. Planting beds, including those in the TTF Adopt a Garden Program, shall be maintained to promote the health, visibility, natural colors and variety of each species. Regular maintenance should include:

- Perform general maintenance (pruning, weeding, trimming, etc.) regularly with an increase in the maintenance cycle occurring during the months of March and September.
- Trim groundcovers to prevent encroachment onto walkways.
- Regularly prune plants to best accommodate growth habit of each species.
- Remove nuisance and invasive plant species using mechanical methods. Chemical herbicides are not used in the planting areas.
- Fertilize planting areas with plant-based products.
- Add mulch to planting bed once a year or as needed.
- Assess planting areas for replanting needs. Special consideration should be given to incorporating volunteers in these efforts.

Green Stormwater Infrastructure

Green stormwater control systems are designed to help mitigate and control stormwater during rainfall events by reducing downstream flooding, erosion, and filtering pollutants from water. They can be designed in many forms, but GSI practices used around Lady Bird Lake are usually restricted to rain gardens and vegetated buffer strips. Around the Trail these systems are both a necessity and an amenity that should be treated and cared for equally as such. Regular maintenance should include:

- Assess features regularly and within 24 hours after a heavy rain event.
- Manage and prune turf grass areas such that vegetation does not exceed 18 inches in height.
- Care for special plantings as appropriate to support plant health.
- Regularly remove trash, debris and sediment build-up especially at inlet and outlet structures, and after rain events.
- Provide corrective maintenance when a GSI practice does not drain properly.
- Repair of any deterioration or damage to concrete and stone elements as needed.
- Replant non-vegetated or washed-out areas as soon as possible to minimize erosion.
- Remove nuisance and invasive plant species.
- Coordinate maintenance efforts and repairs with WPD.

Urban Forestry

The thousands of trees that grow along the banks and around the parkland of Lady Bird Lake represent one of the most important natural resources of downtown Austin. In general, all maintenance activities should aim to best promote the long-term health of our urban canopy while providing a safe experience for visitors. Managing the urban forest will require regular inspections, new plantings, pruning and other forestry related activities to support healthy tree growth. These efforts should be overseen by an ISA certified arborist. Ongoing maintenance should include:

Inspections and General Maintenance

- Inspect trees annually and pruned as needed for public safety.
- Assess all damaged or diseased trees for safety, and when removal is recommended, new trees are installed as appropriate and as resources allow.
- Maintenance activities should coincide with low demand periods and take advantage of special growing characteristics.
- Closely monitor and assess all trees and woody species during routine maintenance for insect and disease problems.
- In open lawn areas, spread mulch around the base of each tree, starting 1-3 ft out from the trunk and extending to the dripline (when possible). Volunteers should be considered for this annual effort and sheet mulching should be used where appropriate.

Planting and Tree Establishment

- Coordinate locations for new tree planting efforts along the Trail with input from TTF, PARD, and WPD staff.
- Stake newly planted trees as needed. Stakes should remain until trees are established and are able to stand without support (between one and two years from tree installation). Stakes may be left in place after the establishment phase to prevent damage or vandalism to young trees.
- Assess tree guys and adjust as needed to maintain tautness and avoid girdling of trees.
- When appropriate, maintenance staff should remove and dispose of guying/staking system.
- Irrigate all newly planted container trees and large woody species for 2-3 years.

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Pruning

- Prevent branch and foliage interference with requirements of safe public passage. Keep over street clearance to a minimum of 14 feet above the paved surface of the street, and 8-10 feet above the surface of the Trail and adjacent pedestrian facilities. Exceptions may be allowed for young trees, which would be irreparably damaged by such pruning action.
- Remove dead and dying branches and branch stubs that are 2-inch diameter or larger.
- Remove broken or loose branches.
- Remove live branches which interfere with the tree's structural strength, and healthful development.
- Prune to reduce weight where excessive overburden appears likely to result in breakage of supporting limbs. Prioritize end weight reduction.
- Monitor new or excessive epicormic growth for possible removal. Considerations should be given to the tree age, recent weather conditions and other environmental stressors. When removal is recommended, clear trees of epicormic growth to a minimum height of 8 feet above ground level.
- Pruning schedules consider bloom cycle and should be done to promote each species natural habit and aesthetic appearance.



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- Pruning within Grow Zone areas will be coordinated with input from TTF, PARD, and WPD staff, following all City code and regulations.
- Tree Care Permits will be obtained when needed. In consideration of the granting of this PARD Urban Forestry Program permit, an International Society of Arboriculture Certified Arborist will be on site, and all work done in accordance with: 1) Austin City Code, Chapter 6-3 Trees and Vegetation; 2) American National Standards Institute (ANSI) Standards for Tree Care Operations A300 & Z133; 3) ANSI Standard for Nursery Stock Z60.1; 4) Scope of work will be completed.

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Improper pruning (DO NOT PERFORM)

- Severe cutting back of all growing tips usually referred to as topping.
- Flush cutting where a cut is made even with the surface of the trunk or limb, removing the branch collar and branch bark ridge.
- Stub cutting where branch removals result in the base of branch removed protruding more than approximately 1/4 inch beyond the zone of branch collar and branch bark ridge.
- Removal of a healthy main leader.
- Excessive cutting or lifting that exceeds the International Society of Arboriculture or these specifications.

Irrigation

Temporary and permanent irrigation systems are used around the Trail to support parkland improvement projects and establish trees and native plantings. The use of water resources to support the health of trees and other plantings will be done sustainably and irrigation systems will be designed and maintained to reduce water loss and runoff. Irrigation water sources should come primarily from non-potable sources (if available). Regular maintenance should include:

- Check irrigation system is fully operational with complete and uniform coverage.
- Check water lines for leaks.
- Check backflow prevention devices are in place and functioning properly.
- Check heads are installed properly for intended use.
- Properly adjust heads with rotations and arcs to reduce water runoff.
- Set systems to run at specific times to minimize evaporation and waste.
- Repair excavations are properly compacted, and turf is restored.
- Proactively winterize systems to prevent freeze damage.

Natural Areas

The natural areas around the Trail not only function as a natural respite for the community but they also perform the role of reducing urban temperatures, improving air and water quality, providing habitat and reducing erosion. The plant communities represented on the Trail (and recommended for restoration) include floodplain terrace woodland, riparian woodland, savanna grassland, and wetland areas. A more detailed documentation of these areas and restoration recommendations can be found in *The Butler Trail at Lady Bird Lake Natural Areas and Urban Forestry Guidelines*. Regular maintenance should include:

- Train staff on the importance of protecting, restoring, and expanding the natural areas along the Trail.
- Regularly remove trash and debris when safely accessible with the help of both maintenance staff and volunteers.



- Assess natural areas for invasive species and plan annual efforts to reduce their impact on natural areas. Invasive species include but are not limited to: Chinaberry (*Melia azedarach*), Chinese parasol tree (*Firmiana simplex*), Chinese tallow (*Triadica sebifera* (L.) Small), Japanese privet (*Ligustrum japonicum*), golden raintree (*Koelreuteria paniculata*), paper mulberry (*Broussonetia papyrifera*, syn. *Morus papyrifera* L), heavenly bamboo (*Nandina domestica*), giant reed (*Arundo donax*), johnson grass (*Sorghum halepense*), hedge parsley (*Torilis arvensis*), cat claw vine (*Macfadyena unguis-cati*), sweet autumn clematis (*Clematis terniflora*). For more detail on removal and mitigation, see the Natural Areas and Urban Forestry Guidelines.
- Plan annually planting for the installation of native herbaceous and woody species. Species selection is based on plant community type and site conditions. These efforts are coordinated with the help of volunteers.
- Mow savanna grassland areas as needed not to exceed 1-2 times a year .
- Reseed natural areas with native seed mixes to improve biodiversity as needed. Give special attention to improve and increase the native wildflower species in savanna areas.
- Assess nesting boxes annually and repair as needed.
- Assess wetland enclosure fencing annually and repair as needed.

Integrated Pest Management

The Trail Foundation is committed to an Integrated Pest Management (IPM) approach that utilizes the most environmentally sound approaches to pest management and reduces and eliminates, where possible, the volume and toxicity of chemical pest control treatments. TTF will coordinate with PARD and WPD to develop an IPM plan in alignment with existing best practices and City policy.

Special Assets: Maintenance Standards

Park Programs and Special Events

For the purposes of this the Butler Trail O&M plan, special events are defined as events that:

- Occur one time or annually and whose primary purpose is to entertain
- Primarily use The Butler Trail and Town Lake Metropolitan Park as an event venue
- Can severely impact the Trail and surrounding landscape

Potential Impact of Special Events

The primary impact of special events is to turf areas due to overuse and lack of adequate time for resting between events. Constant use of lawn areas can place a heavy burden on the turf, particularly if events are back-to-back. The overuse will result in compacted soil with unhealthy and spotty vegetation growth. Soil compaction is one of the first symptoms of overuse. The presence of vehicles on the lawns accelerates soil compactions. Additionally, park users may spill over inadequate path systems leading to the site, creating compacted areas through the surrounding landscape and trampling adjacent landscape plantings.

Compacted soil prevents the absorption of rainwater, deprives roots of oxygen and limits root growth. As a result, turf surfaces lose their durability and anchoring capacity and become increasingly vulnerable to wear and tear. Additionally, trees within the event area are impacted by soil compaction. With continued overuse, the turf surfaces begin to wear thin, exposing the compacted subsoil underneath. Severe runoff can develop as rainwater erodes the exposed topsoil, eliminating any possibility of turf recovery.

Damage also occurs during set-up and clean-up. Tractor-trailers, vans and other vehicles involved in event set-up and removal of stages, sound systems, barricades, vendor tents, deliveries and other event support activities frequently drive off paved paths, adding to soil compaction and turf or vegetation damage.

Common types of wear and tear from special events include:

- **Soil compaction and rutting** caused from foot traffic, vehicles, and event equipment such as staging, pallets, tents, and tables. Often this presents itself in damaged turf or “desire lines” that may require a turf amendment of aeration and re-seeding, or re-sodding.
- **Damaged infrastructure**, such as a knocked over lamp post caused by a delivery truck cutting a turn too sharply, a bathroom sink clogged with cooking oil from a food festival vendor, or a cracked paver from a tent stake.
- **Damaged horticulture**, such as plantings that have been cut back or removed for a view, vegetation erosion by tire rotations, or a tree trunk that has been scraped by an oversized vehicle.
- **Leftover debris** in landscapes, such as metal fittings from dismantled bleachers, “craft service” signs attached to park trees from a film crew, or scattered fliers from a protest or event.
- **Leftover equipment**, such as a shipping container, a forklift, or a stack of barricade fencing.
- **Trash and recycling** left by the event staff for staff to remove.
- **Organizational reputation**, which may be easy to overlook but is critical to consider. Often the public is not aware that the event organizer might be unrelated to the park organization or agency.

Recommended Special Event Standards

To best promote the resiliency of the natural resources along the Butler Trail and in surrounding park spaces the following standards are recommending for use in planning special events:

- Type and Size
 - Consider size, scale and timing of event as it relates to the park and its schedule
 - Establish a maximum event capacity based on the landscape and type of event.
 - Do not hold events in an area if there are reasons to conclude that the event will attract an audience that will exceed the maximum capacity of that area.
- Scheduling
 - Allot adequate time between events for event takedown, turf resting, and event set-up.
 - Review existing schedules for park construction to determine any interference
 - Coordination with adjacent stakeholders is necessary (e.g., Long Center, Parmer Events Center, Mexican American Cultural Center, etc.)
- Time Limits
 - Consider restrictions on the number and length of multi day events including set-up, takedown and clean-up. Large special events should be reviewed and approved by the Parks and Recreation Director.
- Access and Parking
 - Consider the availability of parking and accessibility of the event site for both staff and attendees
- Traffic
 - Review the potential impact to local traffic as a result of the event, including set-up and takedown.
- Vehicles and Production Trailers
 - Review and determine vehicle and production trailer requirements on an event-by-event basis. Vehicles associated with an event must be permitted and will be limited to those directly associated with the event.
- Weather
 - Protect and adjust for weather. In order to prevent damage, lawns may be closed to either recreation or for special event use in the event the grass is wet.

Facilities and Equipment

The importance of having the appropriate equipment to perform maintenance tasks cannot be overstated. Identifying useful new equipment, ensuring that the optimal equipment mix is maintained and developing an equipment replacement schedule are important issues for park maintenance. Even in cases of a well-equipped fleet and well-maintained equipment, there is the need to always be planning for replacements and experimenting with new, more effective vehicles and equipment.

Small electric or gas-powered vehicles and mini pickups should be purchased for operational effectiveness. Primary use of small ATV vehicles is appropriate for the Butler Trail, rather than many full-size vehicles for reasons of maneuverability, economy and ease of maintenance; and they are more user-friendly. The use of full-size vehicles including trucks, tractors, and large mowers should be limited to the extent that they fill needs that cannot be met by smaller, more economical and sustainable vehicles. Use of floor matting for vehicles to access turf areas are highly recommended

2.2 Levels of Service

Designations for Level of Service (LOS) should be reconsidered on an annual basis and adjusted based on use. These levels of service apply only to TTF operations and are not expectations for municipal entities which have their own operational levels of service.

	Service Level		
	LEVEL 1 Destination Areas	LEVEL 2 Typical Trail	LEVEL 3 Moderate Use Areas
Service Goal	<i>Maximum maintenance applied to high-quality, highly-visible areas along the Butler Trail associated with high levels of use.</i>	<i>High-quality maintenance to ensure a safe, attractive, and functional site and accommodate high levels of visitors.</i>	<i>Moderate level of maintenance associated with more natural areas of the Trail that experience lower to moderate, but consistent use.</i>
BUILT ASSETS			
General Maintenance	Immediate response to all elements of design when problems are discovered.	Done whenever safety, function, or appearance is in question.	Done whenever safety or function is in question.
Trail Surfacing	Prioritized care, repairs, e.g. stabilize and reinforce trail.	Prioritized care after Level 1, repairs, e.g. stabilize and reinforce trail.	Prioritized care after Levels 1 and 2, repairs, e.g. stabilize and reinforce trail.
Drainage Infrastructure	Prioritized care, repairs, e.g. clear culverts and improve drainage	Prioritized care, repairs, e.g. stabilize and reinforce trail.	Prioritized care, repairs, e.g. stabilize and reinforce trail.
Gathering Areas	Kept tidy and clear of debris, and are cleaned prior to and after anticipated heavy use. At no time does an accumulation of dirt or leaves distract the appearance or safety of the area.	Kept tidy and clear of debris, and are cleaned prior to and after anticipated heavy use. Cleaned regularly. Repaired or replaced when appearances have noticeably deteriorated and when a safety hazard.	Some tolerance of natural debris, and are cleaned prior to and after anticipated heavy use. Cleaned seasonally and on a complaint basis. Repaired or replaced as budget allows or when a safety hazard.
Trash and Recycling	Once per day during weekdays, twice per day during weekends.	Minimum of once per day, five days per week.	Minimum of once per day, five days per week.
Restrooms	Unlocked 24 hours a day (unless closed and locked for maintenance repairs), closed during park curfew hours of 10pm to 5am. Cleaned & restocked 2 times per day.	Unlocked 24 hours a day (unless closed and locked for maintenance repairs), closed during park curfew hours of 10pm to 5am. Cleaned & restocked 2 times per day.	Unlocked 24 hours a day (unless closed and locked for maintenance repairs), closed during park curfew hours of 10pm to 5am. Cleaned & restocked 2 times per day.

Drinking Fountains	Kept tidy and clear of debris, cleaned twice per day	Kept tidy and clear of debris, cleaned once per day	Kept tidy and clear of debris, cleaned as needed
Lighting	Checked monthly	Checked quarterly	Checked quarterly
Fencing	Assess with other maintenance tasks. Inform maintenance managers of any damages, issues, etc.	Assess with other maintenance tasks. Inform maintenance managers of any damages, issues, etc.	Assess with other maintenance tasks. Inform maintenance managers of any damages, issues, etc.
Furnishings	Kept clean and functional. Minimal tolerance of visible wear and tear.	Kept clean and functional. Tolerance of minor wear and tear.	Kept clean and functional. Tolerance of moderate wear and tear.
Trail Counters	Kept functional and checked for data reliability annually	Kept functional and checked for data reliability annually	Kept functional and checked for data reliability annually
Fitness and Play Features	Kept clean and functional. Minimal tolerance of visible wear and tear.	Kept clean and functional. Tolerance of minor wear and tear.	Kept clean and functional. Tolerance of moderate wear and tear.
Installations	Check daily. Clear debris and litter. Contact artist for seasonal cleaning as needed.	Assessment frequency determined on case-by-case basis. Contact artist for seasonal cleaning as needed.	Assessment frequency determined on case-by-case basis. Contact artist for seasonal cleaning as needed.
Signage	Checked monthly	Checked quarterly	Checked quarterly
Graffiti	Report immediately, prioritized removal, ASAP	Report immediately, removal ASAP, prioritized before C levels and after A	Report immediately, remove ASAP
NATURAL ASSETS			
Turf Care	Mowed at least once every five working days in the growing season. Aerate at least twice per year and reseed/ resod as needed.	Mowed at least once every 2 weeks in the growing season. Aerate once per year and reseed/ resod as needed.	Mowed at least once every two weeks in the growing season. Aerate once per year and reseed/ resod as needed.
Trail Edge (Vegetation)	Vegetation is managed at least once every month in the growing season. Seeded and planted twice per year	Vegetation managed at least once every quarter. Seeded and planted twice per year	Vegetation managed at least once every quarter. Seeded and planted twice per year
Green Stormwater Infrastructure	Inspected every two weeks and within 24 hours of heavy rainfall. Maintenance cycle every 2 weeks	Inspected every month and within 24 hours of heavy rainfall. Maintenance cycle every month	Inspected every month and within 24 hours of heavy rainfall. Maintenance cycle every month

Manicured Plantings	Maximum care (water, weeding, etc.) is done at min. once-twice per week in the growing season and once every 3 weeks-monthly the rest of the year.	Plant care (water, fertilizing, weeding, etc.) is done once every two weeks in the growing season and monthly the rest of the year.	Plant care (water, fertilizing, weeding, etc.) is done monthly in the growing season and every other month the rest of the year.
Trees	Annual safety inspection.	Annual safety inspection.	Annual safety inspection.
Irrigation	Frequency of use follows rainfall, temperature, etc. Inspected every two weeks.	Frequency of use follows rainfall, temperature, etc. Inspected once per month	Frequency of use follows rainfall, temperature, etc. Inspected once per month.
"Natural" Areas	Monthly care during the growing season (pruning, invasive species control, etc.). Litter removal weekly. Immediate removal of safety hazards.	Monthly care during the growing season (pruning, invasive species control, etc.). Litter removal every two weeks. Immediate removal of safety hazards.	Monthly care during the growing season (pruning, invasive species control, etc.). Monthly litter removal. Immediate removal of safety hazards.

2.3 Roles and Responsibilities

Refer to 2.4 *Maintenance Zones* for how Phases are defined; Phase timelines vary by Maintenance Zone

Responsibilities for each maintenance task are determined by type, location, and ownership (i.e., PARD is primary responsible party for PARD owned/managed memorial benches; TTF is responsible for TTF built boardwalk memorial benches). Tasks shown in the table below are color coded based on assumed primary or secondary/supplemental responsible party. Tasks highlighted in yellow show a change in primary responsible party over the course of the plan. In those tasks where TTF assumes primary responsibility, the associated SOPs in *Section 2.1* will apply

	TTF	PARD	WPD	Public Works	Private Land Owner			
TASK	Phase 1		Phase 2		Phase 3		Volunteers (Y/N)	ASSUMPTIONS
	Primary Respon.	Secondary Respon.	Primary Respon.	Secondary Respon.	Primary Respon.	Secondary Respon.		
TOTALS								
Trail Surface/Infrastructure								
PARD Owned/Managed							N	TTF will provide a supporting role to PARD in the repair of minor trail surface and infrastructure issues. For larger repairs or replacements, TTF will consider more significant capital improvements as coordinated with City partners. TTF will maintain any <u>new</u> TTF-built trails.
TTF Built							Y	
Public Works Managed							N	
Private Owned/Managed							N	
Drainage Infrastructure								
PARD Owned/Managed							N	TTF will provide a supporting role to PARD and Watershed in the maintenance of drainage infrastructure. For larger repairs or replacements, TTF will consider more significant capital improvements as coordinated with City partners. <u>TTF will maintain any TTF-built drainage infrastructure.</u>
TTF Built							N	
WPD Owned/Managed							N	
Privately Owned/Managed							N	
Gathering Areas								
PARD Owned/Managed							N	TTF will continue to act as the primary responsible party for TTF-built projects. In the Phase 3, TTF will also act as primary on all gathering areas.
TTF Built							Y	
Public Works Managed							N	
Privately Built							N	

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Trash & Recycling Receptacles							
PARD Owned/Managed						N	TTF will provide support for PARD.
TTF Built						N	
Privately Owned/Managed						N	
Restrooms							
PARD Owned/Managed						N	TTF will provide support for PARD built facilities. TTF will act as primary responsible party for TTF-built facilities starting in Phase 3.
TTF Built						N	
Drinking Fountains							
PARD Owned/Managed						N	TTF will provide support for PARD built facilities. TTF will act as primary responsible party for TTF-built facilities starting in Phase 3.
TTF Built						N	
Lighting							
PARD Owned/Managed						N	TTF will provide support for PARD and other city departments. TTF will act as primary responsible party for any new TTF-built lighting starting in Phase 1.
TTF Built						N	
Public Works Built						N	
Privately Owned/Managed						N	
Fencing							
PARD Owned/Managed						N	TTF will provide support for PARD built facilities. TTF will act as primary responsible party for TTF-built facilities starting in Phase 1.
TTF Built						Y	
Public Works Managed						N	
Privately Owned/Managed						N	
Furnishings							
PARD Owned/Managed						N	TTF will provide support for PARD built facilities. TTF will act as primary responsible party for TTF-built facilities.
TTF Built						Y	
Public Works Managed						N	
Privately Owned/Managed						N	

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Trail Counters							
TTF Built						N	TTF will provide support for Public Works. TTF will act as primary responsible party starting in phase 3.
Fitness and Play Features							
PARD Built						N	TTF will provide support for PARD built facilities. TTF will act as primary responsible party for TTF-built features starting in Phase 1.
TTF Built						N	
Privately Owned/Managed						N	
Installations							
PARD Owned/Managed						N	TTF will provide support for PARD built facilities. TTF will act as primary responsible party for TTF-built facilities starting in Phase 1.
TTF Built						Y	
Privately Owned/Managed						N	
Signage							
PARD Owned/Managed						N	TTF will provide support for PARD built facilities. TTF will act as primary responsible party for TTF-built facilities starting in Phase 1.
TTF Built						Y	
Privately Owned/Managed						N	
Turf Care							
PARD Owned/Managed						N	TTF will provide support to PARD for turf care with increasing support as capacity building allows. In any areas where TTF installs new turf, TTF will become the primary responsible party starting in Phase 1.
TTF Built						Y	
Privately Owned/Managed						N	
Trail Edge Vegetation							
PARD Owned/Managed						Y	TTF will provide support to PARD for vegetation management with increasing support. TTF will act as primary responsible party for all Trail edge vegetation in Phase 3. In any areas where TTF installs new trail, TTF will become the primary responsible party starting in Phase 1.
TTF Built						Y	
Public Works Managed						Y	
Privately Managed						N	
Manicured Planting Areas							
PARD Owned/Managed						Y	TTF will provide support for PARD built manicured garden spaces. TTF will act as primary responsible party for TTF-built areas starting in Phase 1.
TTF Built						Y	
Privately Owned/Managed						N	

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Green Stormwater Infrastructure								
PARD Owned/Managed							Y	TTF will provide support for PARD and WPD built facilities. TTF will act as primary responsible party for TTF-built facilities starting in Phase 1.
TTF Built							Y	
WPD Owned/Managed							Y	
Privately Owned/Managed							N	
Urban Forestry								
General Maintenance								
PARD Owned/Managed							N	TTF will provide significant secondary support for PARD Forestry but will not act as primary responsible party.
Privately Owned/Managed							N	
Planting and Tree Establishment								
PARD Owned/Managed							Y	TTF will provide significant support for PARD tree plantings. TTF will act as primary responsible party for TTF installed tree plantings starting in Phase 1.
TTF Built							Y	
Privately Owned/Managed							N	
Pruning								
PARD Owned/Managed							N	TTF will provide significant secondary support for PARD Forestry but will not act as primary responsible party.
Irrigation								
PARD Owned/Managed							N	TTF will provide support for PARD built facilities. TTF will act as primary responsible party for TTF-built facilities starting in Phase 1.
TTF Built							N	
Privately Owned/Managed							N	
Natural Areas								
PARD Owned/Managed							Y	TTF will act as primary responsible party for natural areas starting in Phase 1.
Privately Owned/Managed							N	
Park Only Event Reservations								
PARD Owned/Managed							N	TTF will act as primary responsible party for event reservations starting in Phase 3. Does not include ACE permitting.
Facility Reservations								
PARD Owned/Managed							N	TTF will act as primary responsible party for facilities reservations starting in Phase 2 for TTF-built facilities and Phase 3 for PARD-built facilities.
TTF Built							N	

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2.3.1 TTF Year One Roles and Responsibilities

During the first year of TTF's Park Operations and Maintenance Agreement (POMA), TTF will assume the roles and responsibilities as described in the Phase 1 column for all 4 of the maintenance zones. The table below provides further clarification for the Year One Roles and Responsibilities. When PARD, WPD, Public Works are primary, they will continue to follow their own SOPs.

TASK	TTF ROLE	ASSUMPTIONS
Trail Surface/Infrastructure		
PARD Owned/Managed	NA	
TTF Built	Primary	TTF will provide repair of minor trail surface and infrastructure issues for TTF built trail.
Drainage Infrastructure		
PARD Owned/Managed	NA	
TTF Built	Primary	TTF will provide maintenance of TTF built drainage infrastructure.
Gathering Areas		
PARD Owned/Managed	NA	
TTF Built	Primary	TTF will continue to act as the primary responsible party for TTF-built projects. See SOP Section 2.1: Built Assets: Maintenance Standards: Gathering Areas.
Trash & Recycling Receptacles		
PARD Owned/Managed	Secondary/Supplemental	TTF will provide minor support for trash and recycling at the request of PARD and as a part of TTF volunteer programming.
TTF Built	Secondary/Supplemental	TTF will provide minor support for trash and recycling at the request of PARD.
Restrooms		
PARD Owned/Managed	Secondary/Supplemental	TTF will provide support for PARD built facilities such as general cleanup after significant damage but not including daily maintenance or plumbing.
TTF Built	Secondary/Supplemental	TTF will provide support for TTF built facilities such as painting or general cleanup after significant damage but not including daily maintenance or plumbing.
Drinking Fountains		
PARD Owned/Managed	Secondary/Supplemental	TTF will provide support for PARD built facilities such as additional cleanup and reporting.
TTF Built	Secondary/Supplemental	TTF will provide support for TTF built facilities such as additional cleanup and reporting.
Lighting		
PARD Owned/Managed	NA	TTF will not be responsible for the maintenance of lighting systems in this phase.
TTF Built	Primary	TTF will provide maintenance of any new TTF built lighting.
Fencing		
PARD Owned/Managed	NA	
TTF Built	Primary	TTF will provide maintenance of TTF built fencing.
Furnishings		
PARD Owned/Managed	Secondary/Supplemental	TTF will provide support for PARD built furnishings such as additional agreed upon cleaning at PARD request.
TTF Built	Primary	TTF will provide support for TTF built furnishings such as additional cleaning, and minor agreed upon repairs at PARD request.
Trail Counters		
TTF Built	Secondary/Supplemental	TTF will provide support for Public Works including regular assessment of Trail Counters.

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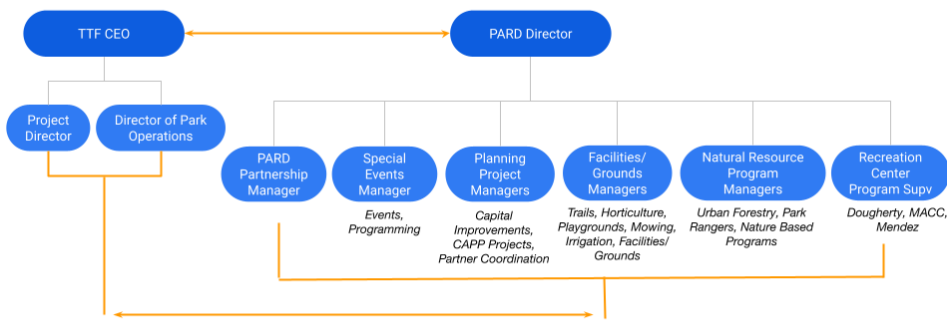
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TASK	TTF ROLE	ASSUMPTIONS
Fitness and Play Features		
PARD Built	Secondary/Supplemental	TTF will provide support for PARD built facilities such as additional agreed upon cleaning at PARD request.
TTF Built	Secondary/Supplemental	TTF will provide support for TTF built facilities such as additional cleaning, and minor agreed upon repairs at PARD request.
Installations		
PARD Owned/Managed	NA	
TTF Built	Primary	TTF will continue to act as the primary responsible party for TTF-built installations. See SOP Section 2.1: Built Assets: Maintenance Standards: Installations.
Signage		
PARD Owned/Managed	NA	
TTF Built	Primary	TTF will continue to act as the primary responsible party for TTF-built signage. See SOP Section 2.1: Built Assets: Maintenance Standards: Signage.
Turf Care		
PARD Owned/Managed	NA	TTF will not be responsible for the maintenance of turf areas in this phase.
TTF Built	NA	
Trail Edge Vegetation		
PARD Owned/Managed	Secondary/Supplemental	TTF will provide support to PARD for vegetation management such as minor agreed upon maintenance, condition assessments and reporting.
TTF Built	Secondary/Supplemental	
Manicured Planting Areas		
PARD Owned/Managed	Secondary/Supplemental	TTF will provide support to PARD for PARD-built manicured planting areas such as minor agreed upon maintenance, condition assessments and reporting.
TTF Built	Primary	TTF will continue to act as the primary responsible party for TTF-built manicured planting areas. See SOP Section 2.1: Natural Assets: Maintenance Standards: Manicured Planting Areas.
Green Stormwater Infrastructure		
PARD Owned/Managed	Secondary/Supplemental	TTF will provide support for PARD built facilities, such as minor agreed upon maintenance, condition assessments and reporting.
TTF Built	Primary	TTF will continue to act as the primary responsible party for TTF-built GSI structures. See SOP Section 2.1: Natural Assets: Maintenance Standards: Green Stormwater Infrastructure.
WPD Managed	Secondary/Supplemental	TTF will provide support for WPD built facilities, such as minor agreed upon maintenance, condition assessments and reporting.
Urban Forestry		
General Maintenance		
PARD Owned/Managed	Secondary/Supplemental	TTF will provide significant secondary support for PARD Forestry such as maintenance including invasive species removal, mulching, and assessment.
Planting and Tree Establishment		
PARD Owned/Managed	Secondary/Supplemental	Provide support to PARD as needed, such as minor agreed upon maintenance, condition assessments and reporting.
TTF Built	Primary	TTF will continue to act as the primary responsible party for TTF-built plantings. See SOP Section 2.1: Natural Assets: Maintenance Standards: Urban Forestry: Planting and Tree Establishment.
Pruning		
PARD Owned/Managed	Secondary/Supplemental	TTF will provide significant secondary support for PARD Forestry by inspecting trees regularly and reporting to Urban Forestry with issues to be addressed. TTF will deploy agreed upon support per SOP guidelines on issues agreed upon with Forestry.
Irrigation		
PARD Owned/Managed	Secondary/Supplemental	Provide support to PARD as needed, such as minor agreed upon maintenance, condition assessments and reporting.
TTF Built	Primary	TTF will continue to act as the primary responsible party for TTF-built irrigation systems. See SOP Section 2.1: Natural Assets: Maintenance Standards: Irrigation.
Natural Areas		
PARD Owned/Managed	Primary	TTF will continue to act as primary responsible party for natural areas. See SOP Section 2.1: Natural Assets: Maintenance Standards: Natural Areas.

2.4 Operations

2.4.1 Communications

The Trail Foundation's organizational communication will provide structure for the flow of information both internally and between the organization and city departments especially between TTF and PARD. The flow of communications between the members and individuals of each party need not be strictly formal but should be regularly occurring. Lateral communication between departments and units within the same level of organization is important to maintain smooth operations. The table below shows the appropriate flow of communications as it relates to the existing chain of command within TTF and PARD. Note that this chart does not include communication with other City entities including Watershed Protection Department (WPD), Art In Public Places Department (AIPP), Austin Transportation Department (ATD), and Public Works Department (PWD) which will continue when applicable.



Organizational Communications

Existing strategies for organizational communication should continue and be improved upon including:

- Weekly informal check-in meetings for all pathways of communication (or bi-weekly depending on complexity of project).
- Quarterly presentations by TTF to PARD and other city partners with additional breakout meetings as needed for further coordination.
- Regular site-visits coordinated between TTF Directors and PARD Managers.
- Monthly formal meeting between TTF CEO and PARD Director.

External Communications

(TTF to add external communication flowchart, including 311, PARD, APD, PIOs, media, CAFS)



Contractor Communications

The Trail Foundation will regularly communicate with all contractors while they are on-site. Communications with TTF contractors should follow the organizational communications chart above such that if PARD staff needs to communicate with TTF contractors, TTF Directors will be contacted first.

Public Notices

The Trail Foundation will provide notice to the public in advance of events, meetings, construction, etc. which affect the public. These notices should be done in coordination with PARD Public Information Officers and Community Engagement Staff. Dependent on the nature of the operation, different timelines of advance notice will be established in coordination with TTF and PARD.

2.4.2 Trail Reroutes

There are times when operations require the temporary rerouting of the Trail. These may occur due to construction, special events, or emergency response. In the event of a trail-reroute, TTF will follow these guidelines:

- Submit a re-route plan to PARD Public Information Officer and relevant PARD Community Engagement Staff.
- Communicate re-route plan with reasonable notice to the public through media outlets.
- Provide appropriate signage for re-route.
- If necessary, provide staffing to communicate and manage traffic.

2.4.3 Encampments

Illegal camping in City parks is the purview of the City of Austin. TTF will follow all current City policies and procedures surrounding encampments. Staff will report associated concerns as service requests through Austin 311. If the issue raises safety concerns or hinders TTF or its contractor's ability to maintain or operate the parkland as outlined in this document, a TTF representative will contact the appropriate contact at PARD or report the issue(s) at the regular weekly field operations meetings.

2.4.4 Shared Use Space (non-public)

The sharing of non-public space and/or equipment will be negotiated on a case-by-case basis. This includes but is not limited to parking, storage, office space, construction equipment, etc.

2.4.5 Personnel

TTF will follow all government mandated fair hiring practices. Additionally, all personnel will undergo a background check before being hired and/or when supervising minors. TTF staff will receive the appropriate training as it relates to their position and opportunities for professional development will be available on an annual basis.

2.4.6 Partnerships

In the spirit of community driven stewardship, TTF acknowledges and embraces its nonprofit partners along the Butler Trail and in the Town Lake Metropolitan Park, including but not limited to Waterloo



Greenway, Keep Austin Beautiful, and Shoal Creek Conservancy. In areas where a partner's mission physically overlaps with TTF, TTF will maintain regular communication regarding maintenance and programming activities and will collaborate with partners on any projects in the overlapping area.

TTF and Keep Austin Beautiful (KAB) will be partnering around the series of volunteer events as outlined in the Lady Bird Lake Shoreline Stewardship Program (COA Contract Number: MA 1500 NA210000164). The collaboration between the two entities will amplify the efforts and mission of each organization.

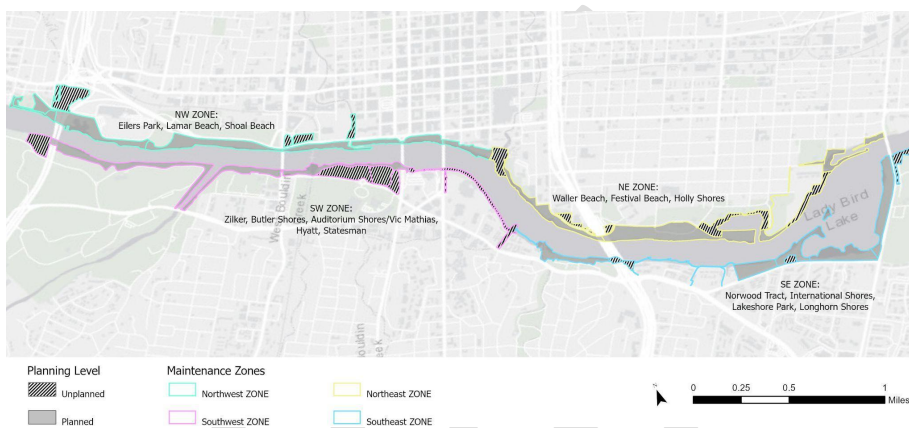
2.4.7 Comprehensive Signage Plan

In 2022 TTF will be spearheading an effort to create a comprehensive signage plan for the Butler Trail with input from the City of Austin and significant community engagement. This project intends to review and update existing signage plans for success and opportunities for improvement, expansion, increased visibility and community need. The scope of this project will include inventory, evaluation of opportunities, creation of a comprehensive directional/wayfinding signage plan, updated mile markers (given the projects in progress that will change the current distances such as the Lakefront Trail at the decommissioned Holly Power Plant), an interpretive signage plan, ecological signage (flora, fauna, natural systems), historical signage (with a focus on telling of cultural stories), art interpretation signage, and an installation phasing plan.

All signage will be coordinated with city departments to ensure clarity and cohesion, and TTF will undergo appropriate review and permitting processes whenever signage installments are planned. With all parkland signage, TTF is required to follow City codes including the PARD Community Parknership Guide to Naming, Onsite Dedication, and Donor Recognition.

2.5 Maintenance Zones

The Butler Trail passes through many parks and easements along its 10.1-mile loop around Lady Bird Lake. For the purpose of this O&M plan, the parkland on which the Trail sits has been divided into four maintenance zones, divided into north/south sections along Lady Bird Lake, and divided into east/west sections along Waller Creek in the north and Blunn Creek in the south. A more in-depth look at each zone can be found below.



The O&M recommendations described below were fully developed for the 185.0 acres identified as “planned.” The land around Lady Bird Lake represents a mosaic of ownership including private land and state agency managed land. At this time, only City of Austin parkland (Town Lake Metropolitan Park) has been included in O&M planning efforts. In future updates to this plan, O&M plans for “unplanned” areas should be included when agreements for their management are developed.

Zone	Unplanned (acres)	Planned (acres)	Total (acres)
SE Zone	7.2	48.4	55.6
NE Zone	20.8	49.3	70.1
SW Zone	30.6	33.1	63.7
NW Zone	14.1	55.1	69.2
Study Area	72.7	185.9	258.6

Each maintenance zone has Level of Service designations based on usage level (*see 2.5-2.8 Zone Maintenance*). Usage level will be monitored year over year using the data from electronic trail counters to determine changes in Level of Service designation.



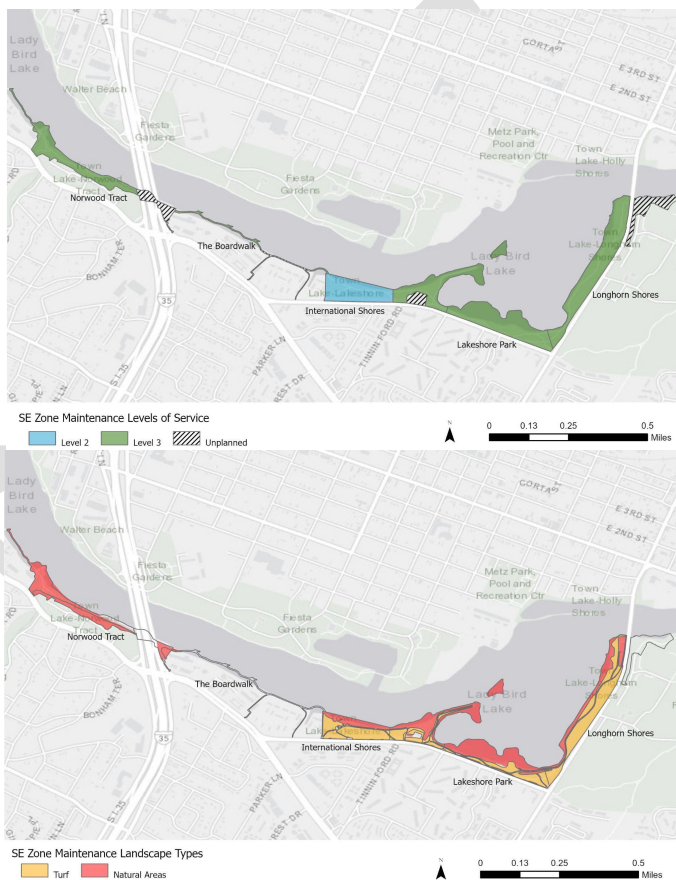
2.5.1 High Level High-level Cost Estimating for Year 1 (baseline without unplanned future development)

The table below provides details about the high-level cost for the operations and maintenance planned for the 4 maintenance zones in year one according to the responsibilities laid out in *Section 2.3.1*. A more detailed account of the cost estimates for each zone in year one can be found below under the section heading for the individual maintenance zone.

All 4 Zones (planned areas only)	Year 1 / Phase 1
Southeast Zone	\$169,225
Northeast Zone	\$178,955
Northwest Zone	\$302,505
Southwest Zone	\$196,735
TOTAL	\$847,420

2.6 SE Zone Maintenance

The Southeast maintenance zone is approximately 55 acres and includes Longhorn Shores, Lakeshore Park, International Shores, Norwood Tract, and the Boardwalk. It also includes private property with public easements for the Trail. The maps below show the Level of Service (LOS) recommendations and landscape types for the area. Only one area in the SE Zone (International Shores) is recommended for Level 2 due to the higher level of use. Additionally, there are 3.6 miles of trail, 19.7 acres of turf area and 28.1 acres of natural areas in this zone.



2.5.1 Detailed account of elements in SE Zone

Item/Feature	Quantity
TOTAL AREA (Acres)	55.6
Level 2	7.6
Level 3	40.8
Unplanned	7.2
Trail Surface (miles)	3.6
Gravel	1.9
Concrete / Concrete Pavers	1.7
Trail Infrastructure	8
Culverts and Drains	8
Gathering Areas	15
Lakeshore Park (Amphitheater and Memorial Bricks)	1
Longhorn Point Seating Area	1
PARD Scenic overlook	2
PARD Gazebo	2
Boardwalk Pier Rest Area	9
Trash & Recycling	28
Trash Receptacle	23
Recycling Receptacle	5
Restrooms	1
Restroom at Lakeshore Park	1
Drinking Fountains	2
Lighting	1
Boardwalk Lighting	1
Fencing (linear ft)	1600
Split Rail Fencing	1600
Furnishings	10
TTF Memorial Bench	18
PARD Memorial Bench	7
Picnic Table	3
Bike Rack	3
Mutt Mitt	7
Trail Counters	1
Longhorn Dam Trail Counter	1
Fitness and Play Features	1
Lakeshore Park Exercise Equipment	1
Installations	5
Art (Betling it out sculptures)	4
Fortlandia installation site	1
Signage	13
Informational Sign	1
Rules Sign	3
Secondary sign (park name sign)	1
Mile marker signs	8
Turf (acres)	19.7
Trail Edge Vegetation (miles)	2.18
Manicured Planting Areas (sqft)	500



Butterfly Garden at Lakeshore Park	500
Green Stormwater Infrastructure	2
Longhorn Point GSI	1
Watershed Protection GSI	1
Urban Forestry (num. trees)	1560
Irrigation	2
Lakeshore Planting	1
Temporary Irrigation	1
Natural Areas (acres)	28.1

2.6.2 Unplanned and new future elements

Notable unplanned or future elements within this zone include the new “wishbone” pedestrian bridge project led by Public Works, the [previous](#) Hostel International building on Lakeshore Blvd., and the small section of Roy G Guerrero Park. In future updates to this plan, information on these elements/spaces can be added as appendices to this document.

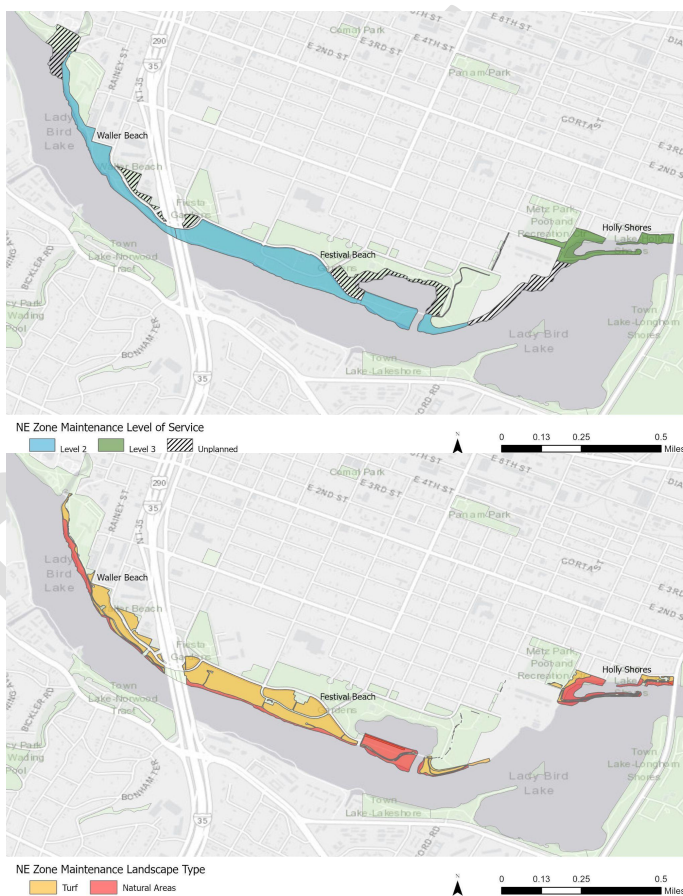
2.6.3 High-level Cost Estimating for Year 1 (baseline without unplanned future development)

SE ZONE	Year 1
<i>Built Assets</i>	<i>\$31,925.00</i>
<i>Natural Assets</i>	<i>\$88,950.00</i>
Personnel Total	\$120,875.00
OTPS 30%	\$36,262.50
Administrative 10%	\$12,087.50
TOTAL	\$169,225.00

**OTPS stands for Other Than Personnel Costs and includes costs for materials, equipment, utilities, etc.

2.7 NE Zone Maintenance

The Northeast maintenance zone is approximately 70 acres and includes Waller Beach, Festival Beach and Holly Shores. It also includes sections of the now decommissioned Holly Power Plant, through which the Trail will eventually be rerouted (planned for 2021-2022). The area is primarily recommended for a LOS of Level 2, with the exception of the Holly Shores area. There are 3.3 miles of trail, 31.5 acres of turf area and 14.6 acres of natural areas in this zone.



2.7.1 Detailed account of elements Northeast Zone

Item/Feature	Quantity
TOTAL AREA (Acres)	70.1
Level 2	41.4
Level 3	7.9
Unplanned	20.8
Trail Surface (miles)	3.3
Gravel	2.4
Concrete / Concrete Pavers	0.9
Trail Infrastructure	6
Culverts and Drains	6
Gathering Areas	7
Picnic Shelter	1
PARD Scenic overlook	4
PARD Gazebo	1
Wooden Fishing Pier	1
Trash & Recycling	57
Trash Receptacle	45
Recycling Receptacle	12
Restrooms	2
Miro Rivera Restroom w/ Rinse Station	1
Festival Beach Restroom	1
Drinking Fountains	8
Lighting	0
Fencing (linear ft)	0
Furnishings	50
PARD Memorial Bench	24
Picnic Table	19
Bike Rack	3
Mutt Mitt	4
Trail Counters	0
Fitness and Play Features	0
Installations	4
Trail of Tejano Legends	2
Big Arch	1
Brazos Art Sculpture	1
Signage	15
Kiosk	1
Stone Plaques	5
Regulatory Sign	1
Mile marker signs	8
Turf (acres)	31.5
Trail Edge Vegetation (miles)	3.3
Manicured Planting Areas (sqft)	2500



Planting at Festival Beach	500
Kids Adopt A Garden at Camacho Activity Center	1500
Kids Adopt A Garden at Mendez Recreation Center	500
Green Stormwater Infrastructure	2
East Avenue GSI	1
East Avenue GSI #2	1
Urban Forestry (num. trees)	1831
Irrigation	1
Kids Adopt A Garden at Camacho Activity Center	1
Natural Areas (acres)	14.6

2.7.2 Discussion of unplanned and new elements.

There are several notable unplanned or future elements within this zone. The Trail Foundation will be breaking ground on two new parkland improvement projects: Holly Project and Rainey Trailhead. Additionally, PARD will begin construction on the Lakefront Trail reroute through the Holly power plant, bringing a new section of parkland online for public access and use. Other unplanned areas include the Fiesta Gardens section of Festival Beach, and the Waller Creek Delta where Waterloo Greenway is planning new trail connections and Project Connect is planning the installation of the new Blue Line high-capacity rail. Coordination and engagement around the development of these projects will be an important part of future updates to this plan. Once established, O&M information on these elements/spaces can be added as appendices to this document.

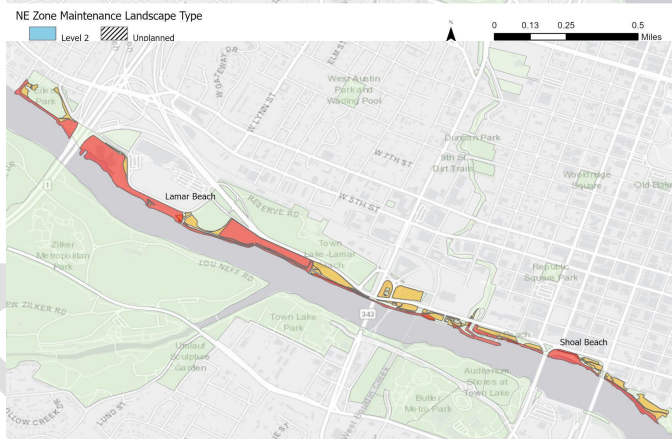
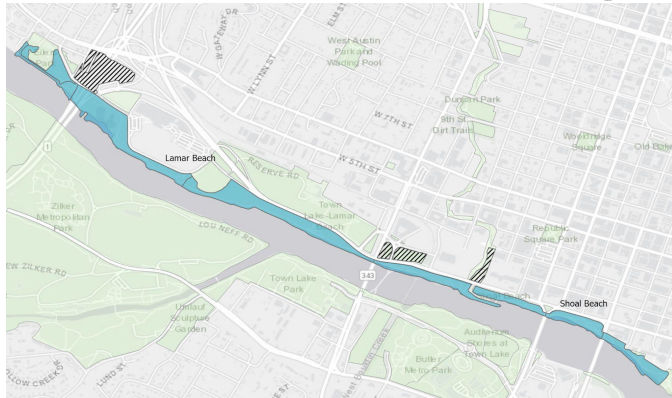
2.7.3 High-level Cost Estimating for Year 1 (baseline without unplanned future development)

NE ZONE		Year 1
	<i>Built Assets</i>	<i>\$19,575.00</i>
	<i>Natural Assets</i>	<i>\$108,250.00</i>
Personnel Total		\$127,825.00
OTPS 30%		\$38,347.50
Administrative 10%		\$12,782.50
TOTAL		\$178,955.00

**OTPS stands for Other Than Personnel Costs and includes costs for materials, equipment, utilities, etc.

2.8 NW Zone Maintenance

The Northwest maintenance zone is approximately 69 acres and includes Shoal Beach, Lamar Beach, and Eilers Neighborhood Park. It also includes Sand Beach Park and a section of the Johnson Creek watershed currently managed by the Texas Department of Transportation. The entire zone is recommended for Level 2 LOS. There are 2.9 miles of trail, 17.9 acres of turf area and 29.5 acres of natural areas in this zone.



2.8.1 Detailed account of elements in Northwest Zone

Item/Feature	Quantity
TOTAL AREA (Acres)	69.2
Level 2	55.1
Unplanned	14.1
Trail Surface (miles)	2.9
Gravel	1.5
Concrete / Concrete Pavers	1.4
Trail Infrastructure	11
Culverts and Drains	11
Gathering Areas	15
Brazos Bluff	1
Pflugler Circle	1
Johnson Creek Trailhead	1
PARD Scenic overlook	2
PARD Gazebo	2
Buford Tower	1
Fishing Pier/Dock	2
Trash & Recycling	26
Trash Receptacle	16
Recycling Receptacle	10
Restrooms	2
Restroom at Johnson Creek	1
Restroom at Heron Creek	1
Drinking Fountains	8
Lighting	1
Boardwalk Lighting	1
Fencing (linear ft)	2150
Split Rail Fencing between the Bridges	950
Split Rail Fencing at Eilers Neighborhood Park	1200
Furnishings	13
Benches	43
Picnic Table	9
Bike Rack	4
Barbecue Pitt	1
Mutt Mitt	8
Trail Counters	2
North Congress	1
Roberta Crenshaw	1
Fitness and Play Features	1
Fitness Station at Eilers Park w/Rinse Station	1
Installations	7
AIPP Installations	7
Signage	22
Informational Sign	9
Kiosk	4
Mile marker signs	9
Turf (acres)	17.9
Trail Edge Vegetation (miles)	2.9

Manicured Planting Areas (sqft)	7900
Gardens at Johnson Creek Trailhead	3000
Garden at Johnson Creek Restroom	300
Pflugler Circle	1000
Brazos Bluff	3000
Adopt A Gardens	600
Green Stormwater Infrastructure	4
Johnson Creek Trailhead Raingarden	1
Northshore Overlook GSI	1
Congress Ave GSI	1
Brazos Bluff Rain Garden	1
Urban Forestry (num. trees)	2273
Irrigation	5
Johnson Creek Trailhead	1
Temporary Irrigation	2
Pflugler Circle Irrigation	1
Brazos Bluff Irrigation System	1
Natural Areas (acres)	29.5

2.8.2 Discussion of unplanned and new elements.

Notable unplanned or future elements within this zone include the renovation of the Seaholm Intake Facility, the Drake Bridge project along the north shore of Lady Bird Lake, Sand Beach Park, and the Orange Line, a high-capacity rapid transit rail construction project led by Project Connect. Coordination and engagement around the development of these projects will be an important part of future updates to this plan. Once established O&M information on these elements/spaces can be added as appendices to this document.

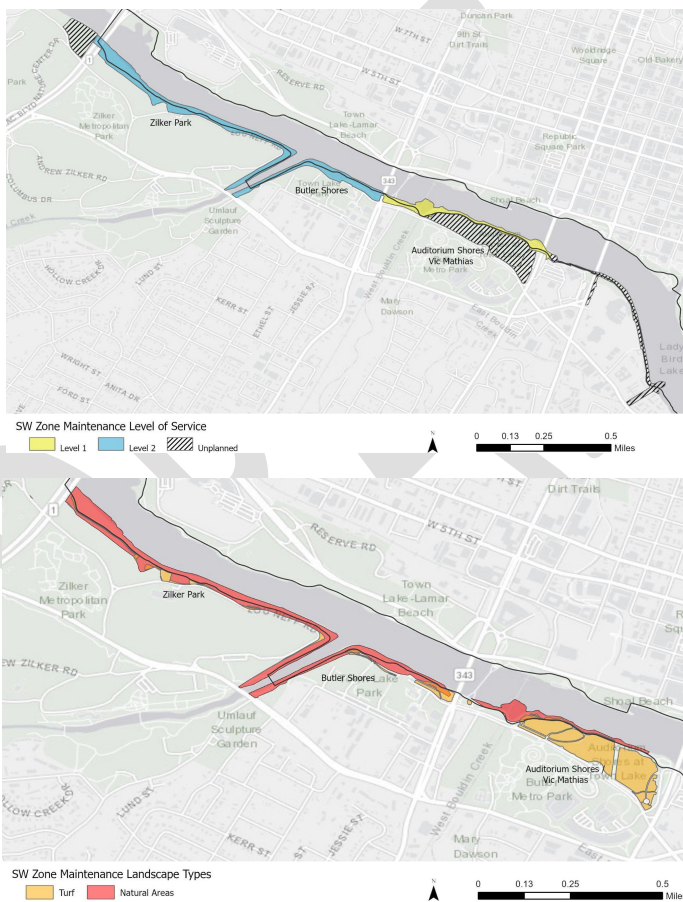
2.8.3 High-level Cost Estimating for Year 1 (baseline without unplanned future development)

NW ZONE	Year 1
<i>Built Assets</i>	<i>\$48,275.00</i>
<i>Natural Assets</i>	<i>\$167,800.00</i>
Personnel Total	\$216,075.00
OTPS 30%	\$64,822.50
Administrative 10%	\$21,607.50
TOTAL	\$302,505.00

**OTPS stands for Other Than Personnel Costs and includes costs for materials, equipment, utilities, etc.

2.9 SW Zone Maintenance

The Southwest maintenance zone is approximately 64 acres and includes a section of Zilker Park, Butler Shores, and Auditorium Shores Vic Mathias. It also includes the privately owned Statesman property site in addition to other public easements for the Trail. The only area in the entire plan recommended for Level 1 LOS is located at Auditorium Shores/Vic Mathias. All other areas in the SW Zone are recommended for Level 2. Additionally, there are 4.7 miles of trail, 18.5 acres of turf area, and 25.5 acres of natural area in this zone.



2.9.1 Detailed account of elements in Southwest Zone

Item/Feature	Quantity
TOTAL AREA (Acres)	63.7
Level 1	7.9
Level 2	25.2
Unplanned	30.6
Trail Surface (miles)	4.7
Gravel	3.6
Concrete / Concrete Pavers	1.1
Trail Infrastructure	4
Culverts and Drains	4
Gathering Areas	15
Lou Neff Scenic Overlook and Memorial Bricks	1
Butler Point Scenic Overlook and Memorial Bricks	1
Brent Grulke Plaza	1
PARD Scenic overlook	4
Fannie Davis Gazebo	1
Trash & Recycling	46
Trash Receptacle	35
Recycling Receptacle	11
Restrooms	1
Restroom at Vic Mathias	1
Drinking Fountains	8
Lighting	1
Fencing (linear ft)	9000
Split Rail Fencing at Zilker	4000
Split Rail Fencing at Auditorium Shores	5000
Furnishings	27
TTF Memorial Bench	0
PARD Bench	50
Picnic Table	6
Bike Rack	12
Mutt Mitt	15
Trail Counters	2
South Lamar	1
The Boardwalk	1
Fitness and Play Features	2
Butler Shores Exercise Equipment w/ Rinse Station	1
Auditorium Shores Exercise Equipment w/Rinse Station	1
Installations	5
AIPP Permanent Art Installations	4
Signage	16
Informational Sign	1
Regulatory Sign	2
Kiosk	1
Mile marker signs	12
Turf (acres)	18.5
Trail Edge Vegetation (miles)	2.7



Manicured Planting Areas (sqft)	3600
Vic Mathias	600
Between the Bridges	3000
Butler Point	300
Lou Neff Point	1500
Adopt A Gardens	900
Green Stormwater Infrastructure	1
Auditorium Shores Rain Garden	1
Urban Forestry (num. trees)	1760
Irrigation	2
Butler Point	1
Natural Areas (acres)	25.5

2.9.2 Discussion of unplanned and new elements.

Notable unplanned or future elements within this zone include the Auditorium Shores/Vic Mathias and Southcentral Waterfront. Auditorium Shores/Vic Mathias planning will require close collaboration with the PARD special events office; and Southcentral Waterfront planning will be contingent upon the development of the statesman site. In future updates to this plan, information on these elements/spaces can be added as appendices to this document.

2.9.3 High-level Cost Estimating for Year 1 (baseline without unplanned future development)

SW ZONE	Year 1
<i>Built Assets</i>	<i>\$48,375.00</i>
<i>Natural Assets</i>	<i>\$92,150.00</i>
Personnel Total	\$140,525.00
OTPS 30%	\$42,157.50
Administrative 10%	\$14,052.50
TOTAL	\$196,735.00

**OTPS stands for Other Than Personnel Costs and includes costs for materials, equipment, utilities, etc.



2.10 O&M Plan Phasing

The projections for the phasing of the Butler Trail O&M plan are based on the analysis of current organizational conditions. In successive years, this plan component should be re-assessed based on the then conditions of the Trail and all responsible parties involved.

Operations and maintenance for each maintenance zone will transition through 3 stages over the course of 10 years. The projected timeline for the phasing of all four zones is represented in the Gantt chart below.

ZONE	YEAR									
	1	2	3	4	5	6	7	8	9	10
Southeast										
Northeast										
Northwest										
Southwest										
			Phase 1			Phase 2			Phase 3	

* TTF's roles and responsibilities will increase over time across the 3 phases as detailed in the above Roles and Responsibilities section.

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3.0 REVENUE

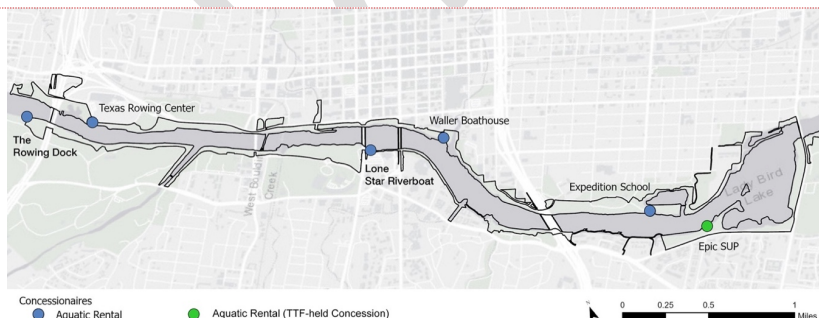
3.1 Overview

The Operations and Maintenance Plan is one step in exploring potential revenue sources for spaces along the Butler Trail and around Lady Bird Lake. Coupled with private philanthropy, earned revenue from concessions and special events is a critical part of sustaining the cost of O&M activities. At this time, the pro forma (expense and revenue projections) for potential and existing TTF concessions, special events and programming have not been included in this document. Future updates to this document should include more detailed financial information on earned revenue from these sources. The following is a list of park concession areas and potential locations that events or additional activities could be held within the study area.

3.2 Concessionaires

PARD holds existing long term concessionaire agreements at the locations indicated in the map below. Existing concessionaire agreements held by PARD are indicated in blue. TTF **currently** holds the concessionaire agreement with Epic SUP, indicated in green. For any concession agreement where TTF is a party, all revenue from the concession agreement shall be paid to TTF in consideration of TTF's management of the concession agreement and performance of its obligations therein; provided, however, that such revenue shall be considered gross revenue, shall be deposited into the Park Operations Fund and used to pay Park Operating Expenses. 2021 contributions to TTF Park Operating Expenses from EpicSUP totaled over \$28,000 as of October 1, which covers 16% of the annual High-Level Cost Estimating for maintenance in the SE Zone as indicated in Section 2.6.3. These funds are a significant leveraging of philanthropic contributions which offset these ongoing maintenance costs of this area and allow for those concession funds to be restricted to the adjacent parkland and Trail.

In consideration of any potential future concession additions to Lady Bird Lake, TTF would be bound by all current city codes, processes, and restrictions, and would not have the authority to create a new concession without following all applicable city protocols.



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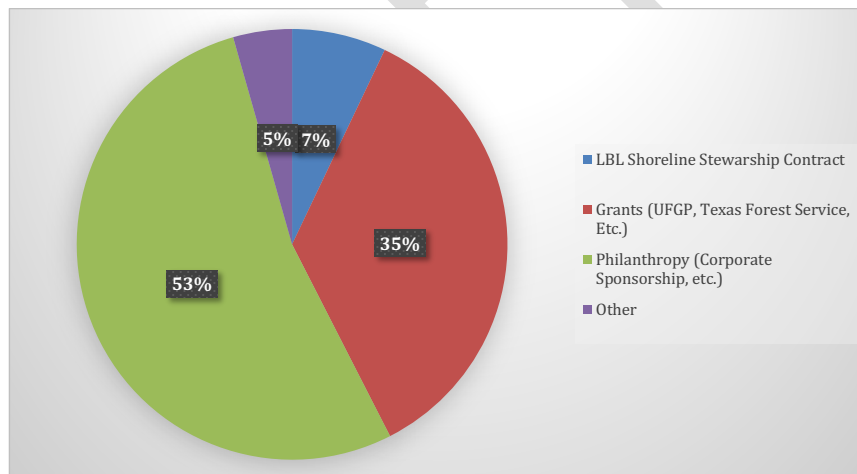
3.3 Special Events and Programming

Special events and programming can attract new users to the Trail and provide opportunities to engage with the community. Town Lake Metropolitan Park and Ann and Roy Butler Trail already play host to several high profile large special events (e.g. SXSW, Austin Food and Wine Festival, etc.). However, there is an opportunity to expand the programming and special events offerings around the Trail by activating other areas that are able to accommodate gatherings. The annual Programming Plan outlines locations that could be considered for an event based on a recommended event size. Events at these locations would not close or significantly disrupt the access to the Trail.

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3.4 Funding Sources

Aside from those listed above, The Trail Foundation receives funding from a variety of sources. As it relates to the operations and maintenance of the Trail, revenue can be broken down in the following way.



4.0 REPORTING AND DOCUMENTATION

4.1 Work Order System

The successful implementation of the Butler Trail operations and maintenance plan is contingent upon a system of communication that sets the team up to efficiently and effectively execute their work. The work order management system described below will provide a systematic approach of processing and completing maintenance work orders in a timely manner in order to minimize asset downtime and maximize Trail user experience. All assets and landscape elements are currently tracked and maintained in ArcGIS databases. This plan recommends the development of a work order system that can be integrated with the technology currently used for asset management.

4.1.1 Workforce for ArcGIS

Workforce for ArcGIS is a powerful coordination tool that streamlines field to office workflows. With defined user roles, every team member involved with the operations and maintenance of the Trail will have a designated role. Maintenance managers create and assign work to field maintenance staff, who go into the field to complete the assigned work. This transparent workflow enables efficient coordination, allowing field staff to report back to the office once they've completed a given assignment. Workforce for ArcGIS is a platform designed for field work optimization. Commonly used for inspections and service requests, Workforce for ArcGIS offers real-time awareness for your entire team.

Real-time Communication

With a web-based application, the interaction between maintenance managers in the field and in the office is instantaneous. Updates made in the field from a mobile device are immediately reflected for other staff to see.

Time Tracking of Labor Hours

Workforce has the ability to capture start and stop times for simple day-to-day tasks, providing powerful, time-based data to build on to future maintenance planning. This is particularly helpful for performing cost estimates and budgeting for future work.

Reporting and Tracking

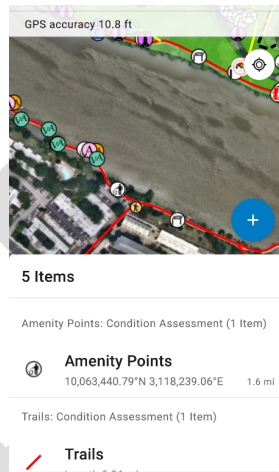
The workforce application creates repeatable workflows that can be easily taught to others and even documented for future growth. The built-in process to execute work orders also provides a complete history of your work order system, all integrated with the GIS.



4.1.2 Collector for ArcGIS

A powerful aspect of Workforce is its ability to integrate with ESRI applications, like Collector for ArcGIS. The Trail Foundation currently uses collector to update the assessment condition of existing assets on the Trail. The field application is a powerful tool that offers the ability to location data, track work, report findings, and capture photos videos from the field. Custom maps can be created for field which provide all of the relevant environmental and asset complete tasks effectively.

Integrating Collector with Workforce offers many benefits the ability to allow field staff to create their own assignments field, without having to rely on maintenance managers.



other

Collector collect and staff data to

including from the

4.2 Maintenance Reporting

Reporting on maintenance activities should be standardized across asset and landscape types to ensure proper tracking and execution of maintenance operations. The development of reporting standards will aid in the effective prioritization of work. In particular, this plan recommends the use of a priority ranking which identified maintenance tasks based on the urgency of the issue. For reporting purposes, maintenance work orders should be identified according to one of the four categories:

1- Day Critical Health and Safety – Report to the City of Austin staff immediately.

7- Day Repairs – Repair to be scheduled within 7 days to prevent the disruption of normal Trail and park use.

21-Day Non-Critical – Repair or maintenance should be scheduled within 21 days of reporting to maximize Trail user experience.

30- Day Non-Critical – Repair or maintenance should be scheduled within 30 days of reporting but is not significantly impacting Trail user experience and is considered non-critical.

5.0 APPENDICES

5.1 Maintenance Cost Estimator Template

The Butler Trail - Maintenance Tasks & Hours

Tasks in italics represent tasks that are recommended but may not be performed at lower standards.

Other tasks may be performed less often at lower standards.

Assume additional work needed for establishing landscapes.

TTF Cont. = services contracted by TTF

AN = As needed

TASK	TIME	Phase 1		Phase 2		Phase 3		ASSUMPTIONS	Ave. Hourly Rate	Phase 1	Phase 2	Final Ph.
		ANNUAL FREQ.	ANNUAL HOURS	ANNUAL FREQ.	ANNUAL HOURS	ANNUAL FREQ.	ANNUAL HOURS			Cost	Cost	Cost
TOTALS										\$	\$	\$
Trail Surface/Infrastructure									1 unit = 3.6 miles			
Trail inspection								Additional inspection within 24 hours of heavy rain	\$50	0	0	0
Minor maintenance								Raking, spot leveling, refilling, as needed	\$50	0	0	0
Paving repair								Repair markings, cracks, spalling, settling, etc.	\$50	0	0	0
Major renovations								Refilling, releveling, and renovation on a larger scale; often requires bringing in new material and includes restabilizing if using a stabilizer; may be more often in areas with frequent flooding	\$50	0	0	0
Drainage Infrastructure									1 unit = 8 culverts/drains			
Drainage inspections								Additional inspection within 24 hours of heavy rain	\$50	0	0	0
Clean out surface drains & culverts								provide annual support to all 8 drainage infrastructure by Phase 3	\$50	0	0	0
Clean outfalls									\$50	0	0	0
Gathering Areas									1 unit = 15 locations (2 - TTF, 13 - PARD)			
Inspect area and remove litter								Assume 3x per week to daily	\$50	0	0	0
Surface cleaning								May include sweeping, scrubbing, and/or power washing. Includes support for PARD facilities starting in Phase 2	\$50	0	0	0
Surface maintenance									\$50	0	0	0
Maintain brick pavers and gravel areas									\$50	0	0	0
Graffiti removal									\$50			
Trash & Recycling Receptacles									1 unit = 28 receptacles			
Empty receptacle								Completed daily on average by PARD; adjusting for periods of high and low use	\$50	0	0	0
Clean receptacle								Twice per month, or more often if needed	\$50	0	0	0
Pest control									\$50	0	0	0
Basic maintenance								Replace can liners, resecure lids, etc.	\$50	100	250	500



Trash collection/hauling						Remove collected trash from surrounding area	\$50	0	0	0
Restrooms						1 unit = 1 restroom				
Clean & restock						Daily for Level 2 service	\$50	0	0	0
Restroom maintenance						Fixture repairs and replacements, etc.	\$100	0	0	0
Structure cleaning						Spot cleaning every 2 weeks or as needed, with major cleanings once to twice per year	\$50	0	0	0
Structure maintenance						Roof repair, siding repair, etc.	\$100	0	0	0
Drinking Fountains						1 unit = 2 features				
Clean and wipe down						Repair as needed Frequency includes winterization and spring turn-on	\$50	0	0	0
Inspect for damage/issues							\$50	0	0	0
Winterize							\$100	0	0	0
Lighting						1 unit = lighting Allowance				
Lighting inspection & cleaning						more frequent inspection or as needed after storm events and flooding	\$100	0	0	0
Lighting maintenance						Assume ~10% annually for replacements and/ or repairing damage	\$100	0	0	0
Fencing						1 unit = 2000 LF				
Repairs						May include repainting, tightening connections, etc.	\$50	0	0	0
Specialty maintenance							\$50	0	0	0
Furnishings						1 unit = 38 elements (18 - TTF, 20 - PARD)				
Clean & inspect						usually only once a year or as needed. 18 TTF Memorial benches	\$50	0	0	0
Maintain & repair						Tighten connections, replace slats, etc.	\$50	0	0	0
Graffiti removal										
Trail Counters						1 unit = 1 counter				
Clean & inspect						Kept functional and checked for data reliability annually	\$50	0	0	0
Maintain & repair							\$300	0	0	0
Fitness and Play Features						1 unit = 1 Fitness Feature				
Inspection						Kept clean and functional. Tolerance of minor wear and tear.	\$200	0	0	0
Maintenance and repairs							\$200	0	0	0
Litter removal and tidying							\$50	0	0	0
Installations						1 unit - 1 temporary installation				
Inspection						Daily during installation - 24 hour reporting	\$50	0	0	0
Litter removal							\$50	0	0	0
Signage						1 unit = 13 signs				
Clean & inspect						Monthly (PARD only inspects, not clean)	\$50	0	0	0
Maintain & repair						Tighten connections, refinish/repaint, etc.	\$50	0	0	0

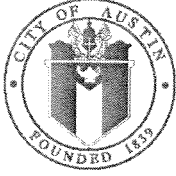
Graffiti removal									
Graffiti									
Graffiti removal							\$50	0	250 500
Turf Care									
1 unit = 19.7 acres						(total cost)	(total cost)	(total cost)	
Mowing					Mowed at least once every 2 weeks in the growing season.	\$50	0	0	0
Turf fertilization & weed preventer						\$50	0	0	0
Soil test & evaluation						\$50	0	0	0
Spot weed control						\$50	0	0	0
Seasonal turf renovation					Aerate once per year and reseed / resod as needed.	\$50	0	0	0
Temporary fencing					Install/maintain as needed	\$50	0	0	0
Trail Edge Vegetation									
1 unit = 2.2 miles						(total cost)	(total cost)	(total cost)	
Assessment of trail edge						\$50	0	0	0
Prune, mow, and remove excess vegetation					Maintain 8 - 10 ft vertical clearance. Mow to maximum width of 3 ft from the Trail edge. Coordinated with input from TTF, PARD, WPD	\$50	0	0	0
Remove nuisance and invasive species						\$50	0	0	0
Manicured Planting Areas									
1 unit = 500						(total cost)	(total cost)	(total cost)	
General maintenance (pruning, weeding, trimming, etc.)					Performed regularly with an increase from March to September	\$50	0	0	0
Mulch					Or as needed	\$50	0	0	0
Remove nuisance and invasive species						\$50	0	0	0
Assess for replanting needs					Special consideration should be given to incorporating volunteers	\$50	0	0	0
Green Stormwater Infrastructure									
1 unit = 2 features / 8000 sf									
Monitoring					Weekly and with other maintenance tasks; check for pests, invasives, etc. and maintenance work needed	\$50	0	0	0
Litter removal					Assume 2x to 3x per week, by hand or with skimmer net	\$50	0	0	0
Weed & invasive species control					Tolerance for weed and invasives based on level of service	\$50	0	0	0
Vine management					Cutting, removing, treating, etc.	\$50	0	0	0
Pest control						\$50	0	0	0
Debris removal & sediment control					Removal of silt and larger debris from garden/ bioswale	\$50	0	0	0
Urban Forestry									
1 unit = 55.6 acres						(total cost)	(total cost)	(total cost)	
General Maintenance									
Tree inspection					Maintenance should coincide with low demand periods	\$100	0	0	0
Mulch						\$50	0	0	0
Planting and Tree Establishment									
1 unit = 10,000 sf						(total cost)	(total cost)	(total cost)	
Tree inspection					Maintenance should coincide with low demand periods	\$100	0	0	0
Maintenance					Monitor and inspect for insect and disease problems	\$50	0	0	0

Mulch							\$50	0	0	0
Pruning	1 unit = 10,000 sf						(total cost)	(total cost)	(total cost)	
Removal of excess, dead, broken, etc. branches and foliage						Removal when assessment of damaged/diseased trees recommends it	\$100	0	0	0
Irrigation	1 unit = 10,000 sf of irrigated landscape									
Inspection & system check						Check for adequate coverage, functionality, and any damage	\$50	0	0	0
Maintenance & repair						Can include system cleanup, repairing spray heads and drip lines, etc.; assume about 5 to 10% replacement annually	\$100	0	0	0
Natural Areas	1 unit = 28.1 acres									
Monitoring						Biweekly and with other maintenance tasks; check for pests, invasives, etc. and maintenance needs	\$50	0	0	0
Litter removal						Quarterly effort	\$50	0	0	0
Large debris removal						Fallen debris may remain for ecological value but should be removed on pathways or if a safety hazard	\$50	0	0	0
Natural resource management						Weeding, cleaning, trimming, pruning, monitoring, invasive species control & removal, understory maintenance, tree/shrub planting, etc. with a 6 to 10 person crew one week per quarter	\$50	0	0	0
Vine management						Cutting, removing, treating, etc.	\$50	0	0	0
Poison ivy management							\$100	0	0	0
Weed & pest control						Can be done with a wick applicator and/or express roller	\$50	0	0	0
Annual cutback + cleanup after cutback						Done to promote healthy growth and remove unwanted woody vegetation	\$50	0	0	0
Overseeding & plant replacement						Seeding or planting depends on plant species	\$50	0	0	0
Wetland structures /enclosures maintenance						Maintenance of floating wetland structures & wetland plant enclosures	\$50	0	0	0

References


- City of Austin, 20xx. "Austin PARD SOP Trail Vegetation Removal"
- City of Austin, 20xx. "COA PARD Grounds Maintenance Management Plan Service Levels Draft"
- City of Austin, 2014. "MOU, Grow Zone/Buffers in Parks Agreement"
- City of Austin, 20xx. "Integrated Pest Management Program"
- City of Manassas, 2017. "City of Manassas Parks Maintenance Plan"
- City of Medford, 2016. "PARK ZONE Maintenance and Operation Plan"
- City of Portland, 2015. "Section 32 9013, Tree Pruning"
- City of Roanoke, 2007. "Comprehensive Parks Maintenance and Operations Plan"
- City of Wichita, 2013. "Forestry & Maintenance Division Operations Manual"
- Design Workshop, 2017. "Operations and Maintenance Manual for Garrison Memorial Park"
- Lionheart, 2019. "Onion Creek Metro Park District Operations and Maintenance Plan"
- Siglo, 2015. "The Butler Trail at Lady Bird Lake Urban Forestry and Natural Area Management Guidelines"

Parkland Cost Factor					
YEAR	Date Purchased	Acres	Price	Cost Per Acre Per Year	5-year Avg Cost Per Acre
2011					
TOTAL/AVERAGE		74.5900	1,764,384	23,654	
2012					
TOTAL/AVERAGE		54.9810	1,650,000	30,010	
2013					
TOTAL/AVERAGE		3.3430	581,000	173,796	
2014					
Walnut Creek Sports Complex	1/15/2014	15.6900	747,489		
Patton Lane	1/23/2014	1.9291	400,000		
Wunneburger	3/20/2014	25.4610	885,000		
Georgian Acres/Powell Lane	7/15/2014	4.9990	840,000		
Westcreek	9/12/2014	1.2930	195,000		
South Park Meadows	10/29/2014	6.3940	743,500		
TOTAL/AVERAGE		55.7661	3,810,989	68,339	
2015					
Armadillo (addition) - (McCullough)	12/30/2015	0.6260	162,500		
Country Club Creek (Catholic Diocese)	8/6/2015	32.7440	2,000,000		
Onion Creek (O'Hayer/Brandt Road)	1/5/2015	25.1560	909,042		
TOTAL/AVERAGE		58.5260	3,071,542	52,482	
					44,003
2016					
Brownie (IDEA School)	5/31/2016	6.4081	831,899		
TOTAL/AVERAGE		6.4081	831,899	129,820	
					55,554
2017					
Country Club Creek	2/2/2017	1.1480	57,999		
Tahoe Trail	9/27/2017	0.3080	13,023		
TOTAL/AVERAGE		1.4560	71,022	48,779	
					66,665
2018					
					63,734
2019					
Little Walnut Creek Greenbelt	4/16/2019	0.2220	185,000		
Brook Crest	6/12/2019	9.0400	279,627		
TOTAL/AVERAGE		9.2620	464,627	50,165	
					58,678
2020					
Country Club Creek Addition	4/24/2020	3.6950	251,483		
Georgian Pocket Park	8/19/2020	0.7000	226,948		
Georgian Pocket Park	8/21/2020	0.2571	360,902		
Theckla Pocket Park	12/28/2020	0.1920	106,000		
Upper Little Walnut Creet	10/23/2020	7.2581	1,485,500		
Williamson Creek Greenbelt East	6/19/2020	6.5100	183,195		
Williamson Creek Greenbelt West	9/28/2020	2.6600	1,286,353		
Wood Street Settlement Pocket Park	12/7/2020	0.2146	1,166,686		
TOTAL/AVERAGE		21.4868	5,067,067	235,822	
					166,644



AFFORDABILITY IMPACT STATEMENT
 NEIGHBORHOOD HOUSING AND COMMUNITY DEVELOPMENT
 CITY COUNCIL AGENDA: 09/17/2015
 RESOLUTION NO: 20141211-219

PROPOSED CODE AMENDMENT:	PARKLAND DEDICATION AND PARK DEVELOPMENT FEES: AMENDMENTS TO CITY LAND DEVELOPMENT CODE CHAPTER 25-1 TO ORDINANCE NO. 20070621-027
IMPACT ON IMPLEMENTATION OF IMAGINE AUSTIN VISION, GOALS AND PRIORITIES RELATED TO HOUSEHOLD AFFORDABILITY	<input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE <input checked="" type="checkbox"/> NEUTRAL IMAGINE AUSTIN DOES NOT STATE A DIRECT CORRELATION BETWEEN PRIORITY PROGRAM 6, DEVELOP AND MAINTAIN HOUSEHOLD AFFORDABILITY THROUGHOUT AUSTIN, AND PARKLAND, HOWEVER THERE ARE STATEMENTS THAT RECOGNIZE THE IMPORTANCE OF CO-LOCATING AFFORDABLE HOUSING AND DAILY NECESSITIES SUCH AS RECREATIONAL OPPORTUNITIES (P.201). INCREASED PARKLAND DEDICATION REQUIREMENTS COULD RESULT IN MORE PARKLAND AND PARK AMENITIES WITHIN GREATER PROXIMITY TO MORE HOUSEHOLDS OF ALL INCOME LEVELS.
LAND USE / ZONING OPPORTUNITIES FOR AFFORDABLE HOUSING DEVELOPMENT	<input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE <input checked="" type="checkbox"/> NEUTRAL THERE IS NO ANTICIPATED IMPACT ON LAND USE OR ZONING
IMPACT ON COST OF DEVELOPMENT	<input type="checkbox"/> POSITIVE <input checked="" type="checkbox"/> NEGATIVE <input type="checkbox"/> NEUTRAL THE PROPOSED CHANGES WILL RESULT IN INCREASED PARKLAND DEDICATION OR FEE COSTS FOR ALL DEVELOPMENT TYPES. THIS FEE INCREASE WILL IMPACT THE OVERALL COST OF DEVELOPMENT AND THEREFORE COULD HAVE A NEGATIVE IMPACT ON THE COST OF HOUSING TO RESIDENTS. <ul style="list-style-type: none"> • THE PROPOSED AMENDMENTS WILL INCREASE THE AMOUNT OF PARKLAND REQUIRED TO BE DEDICATED TO THE CITY. • THE PROPOSED AMENDMENTS WILL INCREASE THE PARKLAND DEDICATION FEE FOR LOW AND MEDIUM DENSITY DEVELOPMENTS. • THE PROPOSED CHANGES WILL MINIMALLY DECREASE THE PARKLAND DEDICATION FEES FOR HIGH DENSITY. • THE PROPOSED CHANGES ALSO ADD AN ADDITIONAL PARK DEVELOPMENT FEE APPLICABLE TO ALL TYPES OF DEVELOPMENT.
IMPACT ON PRODUCTION OF AFFORDABLE HOUSING	<input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE <input checked="" type="checkbox"/> NEUTRAL THE PARKLAND DEDICATION REQUIREMENT IS WAIVED FOR UNITS WITHIN A S.M.A.R.T. HOUSING CERTIFIED DEVELOPMENT THAT MEET THE REASONABLY-PRICED HOUSING REQUIREMENT OF PROVIDING UNITS AFFORDABLE TO HOUSEHOLDS AT 80% MEDIAN FAMILY INCOME OR BELOW FOR 5 YEARS IF IT IS A RENTAL UNIT OR 1 YEAR IF IT IS AN OWNERSHIP

	<p>UNIT. ARTICLE 14, SECTION 25-1-601(C)(3)</p> <p>THE INCREASED FEE COULD RESULT AS GREATER INCENTIVE FOR PARTICIPATION IN THE S.M.A.R.T. HOUSING PROGRAM AS THE FEE WAIVER WILL HAVE A GREATER FINANCIAL IMPACT ON OVERALL DEVELOPMENT COSTS THAN IT WOULD IF THE FEE WERE TO REMAIN THE SAME.</p>
PROPOSED CHANGES IMPACTING HOUSING AFFORDABILITY:	AS STATED ABOVE, THE INCREASE IN PARKLAND DEDICATION REQUIREMENT AND FEE IN-LIEU AMOUNT INCREASE COULD HAVE A NEGATIVE IMPACT ON THE COST OF HOUSING TO RESIDENTS WHO ARE NOT ABLE TO SECURE AN INCOME RESTRICTED UNIT.
ALTERNATIVE LANGUAGE TO MAXIMIZE AFFORDABLE HOUSING OPPORTUNITIES:	N/A
OTHER HOUSING POLICY CONSIDERATIONS:	
DATE PREPARED:	JUNE 22, 2015
<p>DIRECTOR'S SIGNATURE: </p>	

COA Property Acquisitions 2020/2021

	Property Name	Acres	SF	Value	Value/SF
1	Mokan Trail	0.12	5,140	\$127,948	\$24.89
2	8323 Jamestown Drive	2.87	125,191	\$2,503,820	\$20.00
3	AHFC - Pleasant Valley	5.30	230,868	\$1,950,000	\$8.45
4	Bassford Tract	5.15	224,412	\$729,339	\$3.25
5	Brodie Lane Firestation	10.60	461,692	\$3,990,000	\$8.64
6	AHFC Manor Road	2.59	112,820	\$1,000,000	\$8.86
7	AHFC Lakeline	3.93	171,394	\$4,200,000	\$24.50
8	Hough Tract	10.00	435,600	\$3,600,000	\$8.26
9	1108 Kramer Lane	1.98	86,284	\$3,600,000	\$41.72
10	1114 Kramer Lane	1.18	51,240	\$1,700,000	\$33.18
11	7410 Cooper Lane	5.00	217,844	\$2,180,000	\$10.01
12	3710 Clawson Road	3.02	131,377	\$2,285,000	\$17.39
13	6200 Menchaca	4.93	214,751	\$7,000,000	\$32.60
14	9006 Cullen Lane	3.06	133,294	\$3,300,000	\$24.76
15	8916 Cullen Lane	1.96	85,378	\$1,700,000	\$19.91
16	8908 Cullen Lane	2.08	90,605	\$3,600,000	\$39.73
17	Drowsy Willow /Rapid Creek	5.30	230,868	\$1,950,000	\$8.45
18	4011 Convict Hill	2.95	128,502	\$1,350,000	\$10.51
19	1901 East 11th Street	0.75	32,844	\$2,200,000	\$66.98
20	5613 Joe Sayers	0.19	8,276	\$106,000	\$12.81
21	6901 Pasture Road	3.17	138,168	\$415,000	\$3.00
22	606 Barwood Park	7.26	316,376	\$1,485,500	\$4.70
23	702 Wood Street	0.21	9,322	\$1,165,250	\$125.00
24	4616 W. William Cannon	2.66	115,870	\$1,230,000	\$10.62
25	1141 Poquito Street	0.77	33,628	\$375,000	\$11.15
26	3211 S. Pleasant Valley Rd	3.71	161,608	\$245,000	\$1.52
27	1212 Slaughter Lane	8.77	382,152	\$10,650,000	\$27.87
Totals/Averages/Per SF		99.52	4,335,502	\$64,637,857	\$14.91

Affordability Impact Statement

Housing and Planning Department

Street Impact Fees

October 29, 2020

This Affordability Impact Statement summarizes the Housing and Planning Department's findings relative to an analysis of how the adoption of Street Impact Fees (SIF) may impact housing costs in Austin.

Street Impact Fee Overview

The proposed SIF would require all new development to pay toward roadway capacity improvements in a manner that is proportional to the development's impact, or newly created demand on transportation infrastructure, by using a standardized fee calculation. Fees are assessed in proportion to the size of the development (dwelling units or square footage) and at different rates depending on the land use and location within Austin. Though the Street Impact Fee Study calculated a maximum assessable fee based on the total projected cost of needed roadway capacity infrastructure over the next 10 years divided by projected growth within 17 Service Areas, staff recommends setting a flat collection rate across service areas. Fees generated by the SIF can be applied to roadway capacity projects identified in the SIF Roadway Capacity Plan, a subset of projects adopted in the Austin Strategic Mobility Plan, within the service area in which they were collected. There are proposed fee reductions available for developments that internally retain some trips (Internal Capture), as well as developments that reduce parking and are in close proximity to transit. The SIF may be waived for qualifying income-restricted affordable housing unit. The SIF can also be reduced when elements of designated roadway capacity projects are completed by the developer, in which case the value of the improvements are subtracted from the total SIF as an offset.

The current practices used to mitigate for a development's newly created demand on existing roadways are highly variable and assessed on a site to site basis. The process can be difficult to predict, time-intensive for transportation reviewers and applicants, and limited to identifying transportation infrastructure improvements within a close range of the project site. The proposed SIF requires new development to pay for the new demand on roadway infrastructure it creates, whereas the current methods of funding transportation infrastructure primarily rely on property tax-funded revenue streams like general obligation (GO) bonds to pay to increase capacity to our transportation infrastructure to keep up with new growth across the city. The SIF aims to harness the private market to supply more efficient and timely transportation investments in Austin.

Assessment of Potential Impacts on Housing Costs

The proposed Street Impact Fee will have both positive and negative impacts on the cost of housing, which will vary depending on the scale, type, and location of the project.

Positive Impacts on Housing Costs

The primary benefits of instituting a SIF are increased predictability and consistency applying and complying with transportation mitigation requirements. By adopting a standard calculation and clear guidelines, the SIF may result in more streamlined and efficient permitting and review processes, which can bring down overall development costs to some extent. These savings are difficult to quantify but may result from less time spent reviewing individual projects on a case by case basis to determine a development's roughly proportional share of necessary roadway improvements. In the development world, predictability is valuable. The current practice

of assessing transportation mitigation requirements is highly variable, which creates uncertainty for many developments. Being able to calculate a standardized impact fee at the beginning of a development process is valuable to the development community for planning and financing purposes.

A long-term benefit of the SIF to the City of Austin and existing residents is the dedicated revenue source to fund roadway capacity expansion projects over the next decade. The SIF would shift a minor portion of the burden of funding certain transportation infrastructure from general obligation bonds, which are paid off through property taxes, to new private development. Over the past 10 years, \$1.1 billion dollars in general obligation (GO) bonds have been approved for transportation and mobility improvements. The staff recommendation for the SIF including the proposed policy reductions are estimated to cover 8% of the roughly \$3.2 billion in projected transportation infrastructure costs in the next 10 years.

GO Bond Year	Transportation Funding
2010	\$90,000,000
2012	\$143,299,000
2016	\$720,000,000
2018	\$160,000,000
Total	\$1,113,299,000

Housing and transportation costs are typically the largest expenditures for a household, and in Austin a majority of households spend more than the recommended 15% of their income on transportation costs. The proposed SIF includes reductions for Internal Capture, reduced parking, and proximity to transit. These policies aim to improve mobility and environmental outcomes by reducing vehicle miles traveled and improve household affordability by incentivizing choices that could reduce transportation expenses. By incentivizing the development of housing near transit, encouraging multimodal solutions, and promoting the co-location of housing with other daily needs in mixed use developments, the SIF may reduce household transportation costs.

The proposed SIF also supports several community goals as described in:

Austin Strategic Housing Blueprint

- Streamline City Codes and Permitting Processes. The time and complexity involved in obtaining the necessary City approvals to build new housing can be a significant cost driver for development. To make meaningful progress toward a more efficient system, the City will be proactive and persistent in its efforts to integrate and coordinate permitting processes across all departments.

Austin Strategic Mobility Plan

- Improve the Transportation Network Through Private Development. Seek opportunities to coordinate with and harness private capital investments to rehabilitate, expand, and connect transportation infrastructure.
- Ensure long-term, viable funding models to plan, finance, and maintain the transportation network. Identify and implement sustainable funding strategies to supply, operate, and maintain transportation assets and programs that meet the community's mobility needs.
- Plan and promote transit-supportive densities along the Transit Priority Network. Use all planning tools to establish transit-supportive densities along Transit Priority Network corridors.
- Minimize the impact of development on the roadway system by prioritizing multimodal solutions. Safely connect people to the transit, sidewalk, bicycle, and urban trail systems to offset the vehicular demand generated by development.
- Partner with the public and private sectors to expand and improve mobility solutions for historically underserved communities. Support the creation and integration of mobility solutions that address equity and access to opportunity and that maximize user choice and freedom of movement.

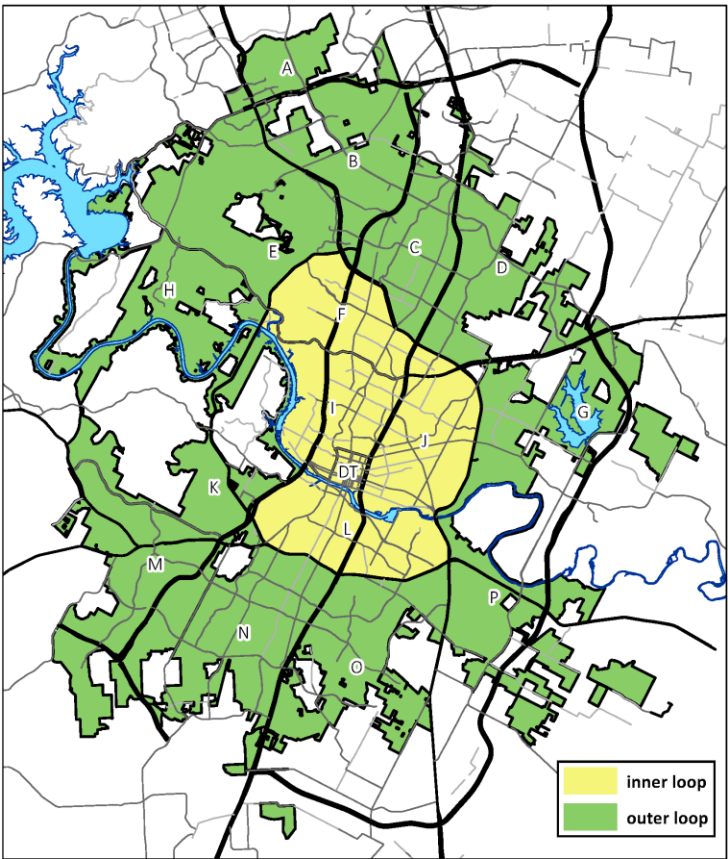
Negative Impacts on Housing Costs

The SIF will increase the cost to build most medium- and large-scale market-rate housing and add a new cost to build most small-scale, market-rate housing.

For smaller projects that would not currently trigger a Transportation Impact Analysis (TIA), the SIF will in many instances impose a new fee on development. With some exceptions, many recent small-scale residential developments have paid little to no transportation mitigation costs beyond transportation-related items already required by code such as sidewalks on roadways bounding the development and driveway improvements. Under the SIF proposal, these types of developments would be required to pay \$2,440 or \$3,621 per single family home depending on if the development was located outside or inside the loop (Service Areas contained within the highway boundaries of SH71, US183, and SL360 are considered “inside the loop”). The cost per multifamily unit under the SIF can vary depending on the development’s location inside or outside the loop as well as the number of stories in the building and range from \$884 to \$2,049. See Exhibit A: SIF Effective Rates for Residential Land Uses by Service Area.

Exhibit A. SIF Effective Rates for Residential Land Uses by Service Area	Service Areas	
	Inner Loop (DT, I, F, J, L)	Outer Loop (A, B, C, D, E, G, H, K, M, N, O, P)
Single Family Unit	\$2,440	\$3,621
Duplex, townhouse, ADU, and Small-Multifamily Unit	\$1,377	\$2,049
Medium-Scale Multifamily Unit	\$1,088	\$1,607
High-Rise Multifamily Unit	\$884	\$1,318

Exhibit B. Street Impact Fee Service Areas



For projects that would generate more than 2,000 daily trips and trigger a TIA today, the change in transportation mitigation costs would generally be smaller for projects closest to the 2,000 daily trips threshold and could be significantly higher for larger projects that far exceed 2,000 trips per day. Recent practices in assessing transportation mitigation costs often yield extremely variable results whereby similar projects could see vast differences in their required mitigation. The proposed SIF will standardize results across projects but in most cases also increase the cost of transportation mitigation requirements. Exhibit C: Example Development Comparisons contains numerous housing developments from the past three years and compares their actual traffic mitigation costs alongside proposed SIF estimations.

Neutral Impacts on Housing Costs

When a project redevelops on a site where the current land use remains the same, the SIF may have minimal impact on housing costs. The SIF is calculated to only cover the impact of the *newly created* demand, so reviewers will deduct existing demand generated by the current land use from the SIF for the proposed development. The SIF policy recommendation includes a 100% reduction for developments that do not change land uses and generate a small number of additional vehicle trips during peak hours. This exemption will preclude some small residential infill developments such as ADUs from paying a SIF. The SIF for a redevelopment project where the land use remains similar or of less intensity could be zero.

Impact on Income-Restricted Affordable Housing

The SIF will decrease or not change the cost to build predominantly affordable housing developments. A waiver of the SIF for 100% income-restricted affordable housing developments will improve the development feasibility, provide consistency between projects, and help to stretch public funds for affordable housing development assistance. However, Texas state law restricts the waiver of impact fees to only the income-restricted affordable units, which limits the City's ability to incentivize mixed-income projects.

The SIF could have a negative impact on market-driven affordable housing incentive programs such as density bonus programs. In Texas, many tools for funding and creating affordable housing, including impact fees, are prohibited due to legislative constraints leaving market-based solutions as one of the few ways to generate non-subsidized, long-term affordable housing. One such tool is a voluntary incentive-based program such as the S.M.A.R.T. Housing fee waiver or the Vertical Mixed-Use (VMU) density bonus program. Participation in these programs would make a development eligible for a SIF reduction only for the income-restricted units in the project. Most current affordable housing incentive programs are already structured to encourage the siting of affordable housing near transit, which could set them up to take advantage of other SIF reductions. The mixed-use requirement of some of the programs could allow the development to receive a SIF reduction for internal capture as well. While these programs could benefit from leveraging the additional cost-saving policies to incentivize participation and therefore affordable housing production, it is not apparent that the value of the proposed SIF reduction will outweigh the overall additional costs the SIF will incur to the development.

Conclusions

The proposed SIF could have some positive impacts on housing costs in Austin in the long-term due to the decreased need for general obligation bonds for roadway expansion, but the near-term impacts to housing costs will likely be negative overall. The improvements to the permitting and review process will increase predictability and efficiency, which will positively affect financial planning for developments and streamline the permitting process. The revenue stream created through the SIF will partially relieve the need to fund future transportation infrastructure through general obligation bonds and positively impact the City's financial health while decreasing the taxpayer burden. A decrease in the amount of bond funding for transportation

infrastructure may also allow for more funding to be proposed for affordable housing, which has fewer options for revenue generation in Texas. The incentivization of housing near transit and mixed-use developments may also reduce some households' transportation costs and improve household affordability while helping achieve broader environmental goals. The SIF reduction for predominantly affordable housing may improve development feasibility and help limited housing development assistance funds stretch further.

However, the increased costs for most new residential developments will exacerbate the rising unaffordability of market-rate housing for many low- and moderate-income households in Austin. Most costs incurred in the development process are passed on to homebuyers and renters and compound over time with mortgage interest and property taxes. Pricing out lower income households also creates its own strains on transportation infrastructure and the environment by driving patterns of sprawl. In that way, the long-term consequences of housing unaffordability may work in direct opposition to larger City mobility goals.

The Street Impact Fee Study calculated the maximum SIF rate to reflect the cost of roadway capacity expansion projects within each of the Service Areas divided by the projected growth within the same area. The staff recommendation strives to minimize variability in proposed SIF rates across Service Areas in order to acknowledge and account for the historically unequal landscape of investment in transportation infrastructure that has created higher levels of unmet needs in some communities than others. The result of standardizing fees despite variation in infrastructure needs is that the SIF will cover a smaller portion of the total cost to provide the necessary roadway capacity expansion projects in some Service Areas leaving the City to cover the remaining expenses through other revenue streams. If the need remains underfunded, it may in effect leave some parts of town with greater unmet infrastructure needs.

The Street Impact Fee is designed to be re-evaluated every five years. This timeline offers the opportunity to revisit the outcomes of the SIF and its impact. Further research of the impact of the SIF on property values and rents over time as well as participation rates for the various reductions should be conducted at that time. These analyses may inform a recalibration of the SIF to better implement the community goals in the Austin Strategic Housing Blueprint as well as the Austin Strategic Mobility Plan.

Exhibit C. Example Development Comparisons

These values reflect illustrative examples of actual traffic mitigation costs since 2017 and do not constitute a standard rule. The proposed SIF calculations assume development on vacant land and no reductions unless otherwise noted.

Example Development	Proposed Street Impact Fee			
	Traffic Mitigation Cost Today	Reductions	Inside Loop	Outside Loop
6 Multifamily Units	\$0		\$8,262	\$12,291
20 Single Family Units	\$0		\$48,790	\$72,420
24 Multifamily Units	\$0		\$33,048	\$49,164
100 Single Family Units	\$0		\$137,700	\$204,850
113 Multifamily Units 3,200 sqft Office (VMU)	\$55,822	10% Affordable Housing + 5% Internal Capture + 20% TDM reduction	\$94,437	\$134,596
120 Multifamily Units 3,200sqft Office	\$82,972	5% Internal Capture	\$139,764	\$197,473
153 Single Family Units 7,700 sqft Retail 7,700 sqft Office	\$260,000		\$373,244	\$554,013
170 Multifamily Units (100% affordable)	\$110,000	100% Affordable Housing	\$0	\$0
205 Multifamily 25,000 sqft Shopping Center	\$270,123	5% Internal Capture	\$422,539	\$543,139
227 Multifamily Units 5,800 sqft Retail (VMU)	\$0	10% Affordable Housing + 5% Internal Capture + 20% TDM reduction	\$184,284	\$279,165
250 Multifamily Units 100 Hotel Rooms 397,000 sqft Office 46,700 sqft Restaurant	\$561,000	5% Internal Capture	\$3,381,863	\$3,332,245
258 Multifamily Units	\$0		\$280,704	\$414,477
262 Multifamily Units	\$0		\$285,056	\$420,903
288 Multifamily Units	\$109,850		\$396,576	\$589,968
297 Multifamily Units 143,000 sqft Office 2,500 sqft Shopping Center 1,500 sqft Supermarket 5,000 sqft Restaurant	\$312,100	5% Internal Capture	\$1,149,420	\$1,237,997
298 Multifamily Units	\$87,500		\$324,224	\$478,737
299 Multifamily Units	\$33,540		\$325,312	\$480,344
300 Multifamily Units	\$0		\$326,400	\$481,950
300 Multifamily Units	\$151,200		\$326,400	\$481,950

309 Multifamily Units 3,900 sqft Restaurant	\$14,696	5% Internal Capture	\$312,699	\$440,133
325 Multifamily Units 4,100 sqft Office	\$15,710	5% Internal Capture	\$445,484	\$651,000
327 Multifamily Units 1,100 sqft Grocery Store 3,200 sqft Restaurant	\$196,540	5% Internal Capture	\$403,558	\$566,762
328 Multifamily Units 90,700 sqft Office 11,300 sqft Restaurant	\$244,957	5% Internal Capture	\$875,715	\$971,535
350 Multifamily Units	\$285,000		\$309,400	\$461,125
350 Multifamily Units 1.2m sqft Office 19,500 sqft Retail	\$1,531,587	5% Internal Capture	\$6,543,946	\$6,196,104
354 Multifamily Units	\$71,700		\$385,152	\$568,701
386 Multifamily Units 106,100 sqft Office 37,600 sqft Shopping Center	\$274,370	5% Internal Capture	\$1,238,718	\$1,411,826
400 Multifamily Units 12,900 sqft Shopping Center 5,300 sqft Winery	\$233,125	5% Internal Capture	\$594,255	\$801,617
555 Multifamily Units 20,400 sqft Shopping Center	\$129,450	5% Internal Capture	\$745,766	\$1,035,178
750 Multifamily Units	\$1,344,169		\$816,000	\$1,204,875
1,516 Single Family Units	\$93,863		\$3,698,282	\$5,489,436

Department of State Health Services

FORM A: FACE PAGE

Proposal for Financial Assistance [RFP Number]

This form requests basic information about the respondent and project, including the signature of the authorized representative. The face page is the cover page of the proposal and must be completed in its entirety.

RESPONDENT INFORMATION																				
1) LEGAL BUSINESS NAME: City of Austin – Austin Public Health																				
2) MAILING Address Information (include mailing address, street, city, county, state and 9-digit zip code): PO Box 1088, Austin, TX 78767		Check if address change <input type="checkbox"/>																		
3) PAYEE Name and Mailing Address, including 9-digit zip code (if different from above): Austin Public Health		Check if address change <input type="checkbox"/>																		
4) DUNS Number (9-digit) required if receiving federal funds: 742230764																				
5) Federal Tax ID No. (9-digit), State of Texas Comptroller Vendor ID Number (14-digit) or Social Security Number (9-digit):		17460000858																		
*The respondent acknowledges, understands and agrees that the respondent's choice to use a social security number as the vendor identification number for the contract, may result in the social security number being made public via state open records requests.																				
6) TYPE OF ENTITY (check all that apply): <table style="width: 100%; border: none;"> <tr> <td><input checked="" type="checkbox"/> City</td> <td><input type="checkbox"/> Nonprofit Organization*</td> <td><input type="checkbox"/> Individual</td> </tr> <tr> <td><input type="checkbox"/> County</td> <td><input type="checkbox"/> For Profit Organization*</td> <td><input type="checkbox"/> Federally Qualified Health Centers</td> </tr> <tr> <td><input type="checkbox"/> Other Political Subdivision</td> <td><input type="checkbox"/> HUB Certified</td> <td><input type="checkbox"/> State Controlled Institution of Higher Learning</td> </tr> <tr> <td><input type="checkbox"/> State Agency</td> <td><input type="checkbox"/> Community-Based Organization</td> <td><input type="checkbox"/> Hospital</td> </tr> <tr> <td><input type="checkbox"/> Indian Tribe</td> <td><input type="checkbox"/> Minority Organization</td> <td><input type="checkbox"/> Private</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Faith Based (Nonprofit Org)</td> <td><input type="checkbox"/> Other (specify): _____</td> </tr> </table>			<input checked="" type="checkbox"/> City	<input type="checkbox"/> Nonprofit Organization*	<input type="checkbox"/> Individual	<input type="checkbox"/> County	<input type="checkbox"/> For Profit Organization*	<input type="checkbox"/> Federally Qualified Health Centers	<input type="checkbox"/> Other Political Subdivision	<input type="checkbox"/> HUB Certified	<input type="checkbox"/> State Controlled Institution of Higher Learning	<input type="checkbox"/> State Agency	<input type="checkbox"/> Community-Based Organization	<input type="checkbox"/> Hospital	<input type="checkbox"/> Indian Tribe	<input type="checkbox"/> Minority Organization	<input type="checkbox"/> Private		<input type="checkbox"/> Faith Based (Nonprofit Org)	<input type="checkbox"/> Other (specify): _____
<input checked="" type="checkbox"/> City	<input type="checkbox"/> Nonprofit Organization*	<input type="checkbox"/> Individual																		
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<input type="checkbox"/> Indian Tribe	<input type="checkbox"/> Minority Organization	<input type="checkbox"/> Private																		
	<input type="checkbox"/> Faith Based (Nonprofit Org)	<input type="checkbox"/> Other (specify): _____																		
*If incorporated, provide 10-digit charter number assigned by Secretary of State: _____																				
7) PROPOSED BUDGET PERIOD:		Start Date: 9/1/2021 End Date: 06/30/2024																		
8) COUNTIES SERVED BY PROJECT: Travis																				
9) AMOUNT OF FUNDING REQUESTED: \$3,704,098		11) PROJECT CONTACT PERSON Name: Chris Crookham Phone: 512-972-5347 Fax: 512-972-5534 Email: Chris.Crookham@austintexas.gov																		
10) PROJECTED EXPENDITURES Does respondent's projected federal expenditures exceed \$500,000, or its projected state expenditures exceed \$500,000, for respondent's current fiscal year (excluding amount requested in line 9 above)? ** Yes <input type="checkbox"/> No <input type="checkbox"/> <i>**Projected expenditures should include anticipated expenditures under all federal grants including "pass through" federal funds from all state agencies, or all anticipated expenditures under state grants, as applicable.</i>																				
12) FINANCIAL OFFICER Name: Adrienne Levitch-Potvin Phone: 512-972-5060 Fax: Adrienne.LevitchPotvin@austintexas.gov Email:		14) SIGNATURE OF AUTHORIZED REPRESENTATIVE 																		
13) AUTHORIZED REPRESENTATIVE Check if change <input type="checkbox"/> Name: Chris Crookham Title: 512-972-5347 Phone: 512-972-5534 Fax: Chris.Crookham@austintexas.gov Email:																				
15) DATE 8/10/2021																				

The facts affirmed by me in this proposal are truthful and I warrant the respondent is in compliance with the assurances and certifications contained in **APPENDIX B: DSHS Assurances and Certifications**. I understand the truthfulness of the facts affirmed herein and the continuing compliance with these requirements are conditions precedent to the award of a contract. This document has been duly authorized by the governing body of the respondent and I (the person signing below) am authorized to represent the respondent.

**COVID-19 Vaccination in Local Health Entities
(CARES Act Funding – Round 4)
Project Narrative and Workplan**

Background

Austin Public Health has been responding to the COVID-19 pandemic since early 2020 and does not anticipate the response to slow down or demobilize any time soon, especially given the current surge from the Delta variant. Despite APH's amazing successes and efforts, we are in need of additional resources, both human and materiel. Funding from these projects would enhance APH's efforts and capacity to assist our numerous communities. We would be able to provide more "boots on the ground" education to both the public and providers, recruit and train "trusted messengers," deploy to hard-to-reach and at-risk populations, and more. Without this funding, our capacity will not increase significantly, resulting in potentially fewer people being educated and vaccinated in the same timeframe.

Objective 1:

Provide 1 Paragraph Objective 1 Description:

APH intends to contract with a vendor to provide compiled data from numerous sources that will enable us to better analyze at the census tract level. We will use this analysis to better inform our efforts as well as share it with partners so that they may make better decisions.

- 1.1 The recipient will utilize relevant Census tract data at the zip code level to identify geographic areas within their jurisdiction with increased populations of the following racial and ethnic minority groups:
 - a. Non-Hispanic American Indians
 - b. Alaska Native

- c. Non-Hispanic Black
- d. Hispanic

It is an allowable expense for the funding recipient to hire or otherwise contract Data Analysts, Statisticians, Epidemiologists, Social Workers, and Public Health specialists to identify these populations. While recommended and *not required*, the recipient is encouraged to map vaccination coverage within their jurisdiction by ZIP Code using ImmTrac vaccination data and/or other local programs which capture COVID-19 vaccination data.

- 1.2 Once identified, the recipient will perform targeted education and outreach regarding COVID-19 vaccination to these communities. Methods of education and outreach can include, but are not limited to:
 - a. Door-to-door educational pamphlet placement
 - b. Town hall meetings
 - c. Neighborhood association meetings
 - d. Festival/fair, or other community event
- 1.3 The recipient will share this data with other organizational entities within the jurisdiction to assist with the outreach. These entities can include health department programs like HIV/STD, WIC, and Rural Health; as well as other agencies who regularly interact with these racial and ethnic minority groups. These groups can include the jurisdictional fire department, police department, public works department, and community services department.
 - a. The recipient will investigate pathways to incorporate these external organizations to assist in delivery of outreach and educational messages.

Note: Educational and outreach information regarding COVID-19 vaccination can be accessed through the Texas DSHS Immunizations website: <https://dshs.texas.gov/coronavirus/tools/vaccine-comm.aspx>

Objective 2:

Provide 1 Paragraph Objective 2 Description:

APH will work diligently to dispel misinformation and disinformation while providing accurate and helpful information. Knowing that we cannot do this alone, we will work with community partners and members to train them as trusted messengers. The goal will be to empower them to share our messaging in a way that best connects with the community. Ideally, these trusted messengers will lead to vaccination clinic partnerships in locations we have not been yet.

2.1 Using the data from the identified disproportionate population identified under the announcement, the recipient will develop and implement outreach campaigns to identify and train trusted messengers to deliver COVID-19 vaccine safety and effectiveness to these communities and populations. These trusted messengers can include but are not limited to:

- a. Faith leaders
- b. Teachers
- c. Community health workers
- d. Radio DJ's
- e. Barbers
- f. Local Proprietors
- g. Community and civic leaders

2.2 These trusted messengers will deliver their COVID-19 vaccine promotion material and information through local media outlets, social media, faith-based venues, community events, and other culturally appropriate venues.

2.3 Within the jurisdiction, the recipient will contact and engage the following entities to develop and operate temporary or mobile COVID-19 vaccination sites; especially in high-disparity communities. The following are suggestions, but not exclusive to the responsibility of the funding recipient:

- a. Places of worship
- b. Community-based centers (libraries, event centers)
- c. Recreation centers

- d. Food banks
- e. Schools/colleges
- f. Grocery stores
- g. Salons/barbershops
- h. Major employers

Objective 3:

Provide 1 Paragraph Objective 3 Description:

APH will continue to reduce barriers to accessing the COVID-19 vaccines. This includes simplifying the registration process, continuing to partner with stakeholders to hold community vaccination clinics, and identifying innovative ways to make it easier for individuals.

3.1 The recipient will continue to increase access to vaccination sites and appointments throughout the jurisdiction by using multiple locations and with flexible hours (evening hours) which are accessible to and frequented by the identified disproportionate populations. Sites should include, but are not limited to:

- a. Pharmacies
- b. Healthcare facilities
- c. Community-based sites
- d. Mobile sites

3.2 The recipient must coordinate with local community-based organizations to plan and implement mobile vaccination clinics; and the recipient is encouraged to work with minority community health workers, nursing students/schools, and historical black colleges and universities, applicable.

3.3 The recipient is required to simplify the COVID-19 vaccine patient registration procedure through the following avenues:

- a. Prioritize options which do not require pre-registration
- b. Ensure patient registration options do not require the internet or digital platforms
- c. Registration is accessible to those with limited English proficiency or limited literacy
 - i. Registration does NOT require nonessential documentation, such as proof of citizenship.

3.4 The recipient is encouraged to support free or subsidized transportation options to access vaccination appointments either directly or indirectly through community partners

Objective 4:

Provide 1 Paragraph Objective 4 Description:

APH will hire a dedicated health communicator to develop culturally and linguistically appropriate messaging, develop communication strategies, and finding other ways to get our messaging out.

4.1 The recipient will fund and hire a dedicated health communicator to support and implement the jurisdiction's specific vaccine communication, education, and outreach. This position will assist the local jurisdiction in:

- a. Developing and implementing community-based and culturally and linguistically appropriate messages which focus on COVID-19 spread, symptoms, treatment, and prevention, AND benefits of vaccination
- b. Fund communications strategies that accommodate different levels of health literacy, digital literacy, and science literacy
- c. Develop toolkits, checklists, quick guides, etc., to increase vaccine education
- d. Continue training of local trusted messengers to deliver messages regarding vaccine hesitancy and misinformation
- e. Develop localized testimonial campaigns

Objective 5:

Provide 1 Paragraph Objective 5 Description:

APH will hire an adult immunization coordinator to focus on quality improvement, reminder recalls, and other relevant activities to improve adult coverage rates when it comes to COVID-19, flu, and other necessary vaccines.

5.1 The recipient will fund and hire an adult immunization coordinator to focus on COVID-19, influenza, and other necessary vaccines for these disproportionate populations within their jurisdiction to serve as a safety net for at-risk individuals. The coordinator will focus on:

- a. Quality improvement
- b. Reminder recall
- c. Other relevant activities to improve adult coverage rates

Workplan

Objective	Activity	Measurement	Target Date
<p><u>Objective 1</u></p> <p>1.1 The recipient will utilize relevant Census tract data at the zip code level to identify geographic areas within their jurisdiction with increased populations of the following racial and ethnic minority groups:</p> <ul style="list-style-type: none"> a. Non-Hispanic American Indians b. Alaska Native c. Non-Hispanic Black d. Hispanic <p>It is an allowable expense for the funding recipient to hire or otherwise contract Data Analysts, Statisticians, Epidemiologists, Social Workers, and Public Health specialists to identify these populations. While recommended and <i>not required</i>, the recipient is encouraged to map vaccination coverage within their jurisdiction by ZIP Code using ImmTrac vaccination data and/or other local programs which capture COVID-19 vaccination data.</p>	<p>Contract with a vendor to provide compiled data sources for easier analysis of census tract level data.</p>	<p><u>REQUIRED PERFORMANCE MEASURE FOR OBJECTIVES 1.1 – 1.3</u></p> <p>Describe work in the past quarter to identify and prioritize disproportionately affected populations for vaccination.</p>	<p>11/01/2021</p>

Objective	Activity	Measurement	Target Date
<p>1.2 Once identified, the recipient will perform targeted education and outreach regarding COVID-19 vaccination to these communities. Methods of education and outreach can include, but are not limited to:</p> <ul style="list-style-type: none"> a. Door-to-door educational pamphlet placement b. Town hall meetings c. Neighborhood association meetings d. Festival/fair, or other community event 	<p>Perform targeted outreach, including “boots on the ground,” to educate the 1.1 populations.</p>	<p><u>See above.</u></p>	<p>10/18/2021</p>
<p>1.3 The recipient will share this data Once identified, the recipient will perform targeted education and outreach regarding COVID-19 vaccination to these communities. Methods of education and outreach can include, but are not limited to</p> <ul style="list-style-type: none"> a. The recipient will investigate pathways to incorporate these external organizations to assist in delivery of outreach and educational messages. 	<p>Perform targeted outreach, including partners and trusted messengers, to educate the 1.1 populations.</p>	<p><u>See above.</u></p>	<p>10/25/2021</p>

Objective	Activity	Measurement	Target Date
<p>Objective 2</p> <p>2.1 Using the data from the identified disproportionate population identified under the announcement, the recipient will develop and implement outreach campaigns to identify and train trusted messengers to deliver COVID-19 vaccine safety and effectiveness to these communities and populations. These trusted messengers can include; but are not limited to:</p> <ul style="list-style-type: none"> a. Faith leaders b. Teachers c. Community health workers d. Radio DJ's e. Barbers f. Local Proprietors g. Community and civic leaders h. Major employers 	<p>Recruit trusted messengers from throughout the community, especially within the identified targeted areas, to help spread real and accurate information and dispel mis/disinformation.</p>	<p><u>REQUIRED PERFORMANCE MEASURES FOR OBJECTIVES 2.1 – 2.3</u></p> <p>Provide a description of the work and successes/challenges of health department partnerships in reaching the high risk and underserved populations in the past quarter.</p> <p>Provide a description of the work and successes/challenges of local partnerships in supporting community engagement and vaccine promotion in the past quarter.</p>	<p>10/18/2021</p>
<p>2.2 These trusted messengers will deliver their COVID-19 vaccine promotion material and information through local media outlets, social media, faith-based venues, community events, and other culturally appropriate venues.</p>	<p>Partner with and advise trusted messengers on the messaging to provide and how to provide it.</p>	<p><u>See above.</u></p>	<p>10/18/2021</p>

Objective	Activity	Measurement	Target Date
<p>2.3 Within the jurisdiction, the recipient will contact and engage the following entities to develop and operate temporary or mobile COVID-19 vaccination sites; especially in high-disparity communities. The following are suggestions, but not exclusive to the responsibility of the funding recipient:</p> <ul style="list-style-type: none"> a. Places of worship b. Community-based centers (libraries, event centers) c. Recreation centers d. Food banks e. Schools/colleges f. Grocery stores g. Salons/barbershops 	<p>APH will continue to partner with these entities to offer vaccination clinics.</p>	<p><u>See above.</u></p>	<p>10/04/2021</p>

Objective	Activity	Measurement	Target Date
<p>Objective 3</p> <p>3.1 The recipient will continue to increase access to vaccination sites and appointments throughout the jurisdiction by using multiple locations and with flexible hours (evening hours) which are accessible to and frequented by the identified disproportionate populations. Sites should include, but are not limited to:</p> <ul style="list-style-type: none"> a. Pharmacies b. Healthcare facilities c. Community-based sites d. Mobile sites 	<p>APH will continue and attempt to increase evening and weekend hours to provide more flexible access to the vaccine.</p>	<p><u>REQUIRED PERFORMANCE MEASURE FOR OBJECTIVES 3.1 – 3.4</u></p> <p>Describe mobile COVID-19 vaccination efforts in the past quarter in communities facing disparities, including the number of events and the number of days the events were held.</p> <p>Describe the vaccination services available through CBOs and other local partners in the past quarter.</p> <p>Describe work in the past quarter to partner with community organizations, and other trusted sources to promote vaccine awareness and uptake.</p> <p>Describe the work in the past quarter to simplify COVID-19 vaccine registration processes, including successes and challenges. Describe existing non-digital options for COVID-19 registration.</p>	<p>10/04/2021</p>

Objective	Activity	Measurement	Target Date
<p>3.2 The recipient must coordinate with local community-based organizations to plan and implement mobile vaccination clinics; and the recipient is encouraged to work with minority community health workers, nursing students/schools, and historical black colleges and universities, applicable.</p>	<p>APH will continue to work with these populations to increase access to the vaccine.</p>	<p><u>See above.</u></p>	<p>10/04/2021</p>
<p>3.3 The recipient is required to simplify the COVID-19 vaccine patient registration procedure through the following avenues:</p> <ul style="list-style-type: none"> a. Prioritize options which do not require pre-registration b. Ensure patient registration options do not require the internet or digital platforms e. Registration is accessible to those with limited English proficiency or limited literacy <ul style="list-style-type: none"> i. Registration does NOT require nonessential documentation, such as proof of citizenship 	<p>APH will continue to look for ways to reduce the registration burden.</p>	<p><u>See above.</u></p>	<p>10/18/2021</p>

Objective	Activity	Measurement	Target Date
3.4 The recipient is encouraged to support free or subsidized transportation options to access vaccination appointments either directly or indirectly through community partners	APH will explore ways to support free or subsidized transportation to vaccine appointments.	<u>See above.</u>	10/25/2021
Objective 4 4.1 The recipient will fund and hire a dedicated health communicator to support and implement the jurisdiction's specific vaccine communication, education, and outreach. This position will assist the local jurisdiction in: <ul style="list-style-type: none"> a. Developing and implementing community-based and culturally and linguistically appropriate messages which focus on COVID-19 spread, symptoms, treatment, and prevention, AND benefits of vaccination b. Fund communications strategies that accommodate different levels of health literacy, digital literacy, and science literacy 	APH will hire a dedicated health communicator to coordinate with the JIS and our PIO to support and implement vaccine messaging.	<u>REQUIRED PERFORMANCE MEASURE FOR OBJECTIVES 4.1</u> Describe work in the past quarter to work with trusted messengers to develop messaging campaigns, engage their communities, and build vaccine confidence.	11/01/2021

Objective	Activity	Measurement	Target Date
<ul style="list-style-type: none"> c. Develop toolkits, checklists, quick guides, etc., to increase vaccine education d. Continue training of local trusted messengers to deliver messages regarding vaccine hesitancy and misinformation e. Develop localized testimonial campaigns 			
<p><u>Objective 5</u></p> <p>5.1 The recipient will fund and hire an adult immunization coordinator to focus on COVID-19, influenza, and other necessary vaccines for these disproportionate populations within their jurisdiction to serve as a safety net for at-risk individuals. The coordinator will focus on:</p> <ul style="list-style-type: none"> a. Quality improvement b. Reminder recall c. Other relevant activities to improve adult coverage rates 	<p>APH will hire an adult immunization coordinator to focus on quality improvement, reminder recalls, and other relevant activities to improve adult coverage rates when it comes to COVID-19, flu, and other necessary vaccines.</p>	<p><u>REQUIRED PERFORMANCE MEASURE FOR OBJECTIVES 5.1</u></p> <p>Describe work in the past quarter performed by the hired adult immunization coordinator in terms of increasing quality improvement, reminder recall, and other relevant activities to improve adult coverage rates.</p>	<p>11/01/2021</p>

REQUIRED REPORTING Performance Measures -

Awardees will be required to submit quarterly performance reports based on the activities, measurable outcomes and deadlines set for each objective above. The **Performance Measures** for each objective (1-5) are provided below.

Note: Email reminders and due dates for quarterly reporting will be sent to awardees over the course of the contract period.

Objective 1

REQUIRED REPORTING Performance Measure: Describe work in the past quarter to identify and prioritize disproportionately affected populations for vaccination.

Objective 2

REQUIRED REPORTING Performance Measure: Provide a description of the work and successes/challenges of health department partnerships in reaching the high risk and underserved populations in the past quarter.

REQUIRED REPORTING Performance Measure: Provide a description of the work and successes/challenges of local partnerships in supporting community engagement and vaccine promotion in the past quarter.

Objective 3

REQUIRED REPORTING Performance Measure: Describe mobile COVID-19 vaccination efforts in the past quarter in communities facing disparities, including the number of events and the number of days the events were held.

REQUIRED REPORTING Performance Measure: Describe the vaccination services available through CBOs and other local partners in the past quarter.

REQUIRED REPORTING Performance Measure: Describe work in the past quarter to partner with community organizations, and other trusted sources to promote vaccine awareness and uptake.

REQUIRED REPORTING Performance Measure: Describe the work in the past quarter to simplify COVID-19 vaccine registration processes, including successes and challenges. Describe existing non-digital options for COVID-19 registration.

Objective 4

REQUIRED REPORTING Performance Measure: Describe work in the past quarter to work with trusted messengers to develop messaging campaigns, engage their communities, and build vaccine confidence.

Objective 5

REQUIRED REPORTING Performance Measure: Describe work in the past quarter performed by the hired adult immunization coordinator in terms of increasing quality improvement, reminder recall, and other relevant activities to improve adult coverage rates.

FORM I: BUDGET SUMMARY (REQUIRED)

Legal Name of Respondent:

Austin Public Health

Budget Categories	Total Budget (1)	DSHS Funds Requested (2)	Direct Federal Funds (3)	Other State Agency Funds* (4)	Local Funding Sources (5)	Other Funds (6)
A. Personnel	\$2,824,615	\$2,824,615	\$0	\$0	\$0	\$0
B. Fringe Benefits	\$216,083	\$216,083	\$0	\$0	\$0	\$0
C. Travel	\$3,360	\$3,360	\$0	\$0	\$0	\$0
D. Equipment	\$0	\$0	\$0	\$0	\$0	\$0
E. Supplies	\$60,000	\$60,000	\$0	\$0	\$0	\$0
F. Contractual	\$300,040	\$300,040	\$0	\$0	\$0	\$0
G. Other	\$300,000	\$300,000	\$0	\$0	\$0	\$0
H. Total Direct Costs	\$3,704,098	\$3,704,098	\$0	\$0	\$0	\$0
I. Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0
J. Total (Sum of H and I)	\$3,704,098	\$3,704,098	\$0	\$0	\$0	\$0
K. Program Income - Projected Earnings	\$0	\$0				

NOTE: The "Total Budget" amount for each Budget Category will have to be allocated (entered) manually among the funding sources. Enter amounts in whole dollars. After amounts have been entered for each funding source, verify that the "Distribution Total" below equals the respective amount under the "Total Budget" from column (1).

	Budget Category	Distribution Total	Budget Total	Budget Category	Distribution Total	Budget Total
Check Totals For:	Personnel	\$2,824,615	\$2,824,615	Fringe Benefits	\$216,083	\$216,083
	Travel	\$3,360	\$3,360	Equipment	\$0	\$0
	Supplies	\$60,000	\$60,000	Contractual	\$300,040	\$300,040
	Other	\$300,000	\$300,000	Indirect Costs	\$0	\$0

TOTAL FOR:	Distribution Totals	\$3,704,098	Budget Total	\$3,704,098
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*Letter(s) of good standing that validate the respondent's programmatic, administrative, and financial capability must be placed after this form if respondent receives any funding from state agencies other than DSHS related to this project. If the respondent is a state agency or institution of higher education, letter(s) of good standing are not required. DO NOT include funding from other state agencies in column 4 or Federal sources in column 3 that is not related to activities being funded by this DSHS project.

FORM I-1: PERSONNEL Budget Category Detail Form

Legal Name of Respondent:

Austin Public Health

PERSONNEL	Vacant Y/N	Justification	FTE's	Certification or License (Enter NA if not required)	Total Average Monthly Salary/Wage	Number of Months	Salary/Wages Requested for Project
Functional Title + Code E = Existing or P = Proposed							
Research Analyst Senior (P)	Y	Data collection and analysis, survey design.	1	NA	\$4,806.53	34	\$163,422
Public Health Program Coordinator (P)	Y	Serve as liaison between various department COVID activities to ensure maximization of opportunities.	1	NA	\$5,045.73	34	\$171,555
Patient Representative (P)	Y	To provide research-based targeted education and info ahead of scheduled clinics (mobile outreach focused).	3	NA	\$3,586.27	34	\$365,799
Community Worker (P)	Y	To provide research-based targeted education and info ahead of scheduled clinics (mobile outreach focused).	3	NA	\$3,414.67	34	\$348,296
Patient Representative (P)	Y	To provide research-based targeted education and info ahead of scheduled clinics (clinic-based outreach focused).	2	NA	\$3,586.27	34	\$243,866
Community Worker (P)	Y	To provide research-based targeted education and info ahead of scheduled clinics (clinic-based outreach focused).	2	NA	\$3,414.67	34	\$232,197
Licensed Vocational Nurse (P)	Y	To provide research-based targeted education and info ahead of scheduled clinics (clinic-based outreach focused).	2	LVN	\$3,953.73	34	\$268,854
Marketing Representative B (P)	Y	Serve as Dedicated Health Communicator.	1	NA	\$5,954.00	34	\$202,436
Public Health Program Coordinator (P)	Y	Serve as the Adult Immunization Coordinator.	1	NA	\$5,045.73	34	\$171,555
Emergency Plans Officer (P)	Y	Assist with logistics/command and control of vaccination clinics.	1	NA	\$5,298.80	34	\$180,159
Administrative Assistant (P)	Y	Provide administrative support to the grant.	1	NA	\$3,253.47	34	\$110,618
Public Health Program Supervisor (P)	Y	Supervise all staff on grant and ensure all deliverables are achieved.	1	NA	\$5,954.00	34	\$202,436
Public Health Educator I (P)	Y	Assist in developing and distributing education and information materials and messaging.	1	NA	\$4,806.53	34	\$163,422

Revised: 7/6/2009

TOTAL FROM PERSONNEL SUPPLEMENTAL BUDGET SHEETS		\$0
---	--	-----

SalaryWage Total	\$2,824,615
------------------	-------------

FRINGE BENEFITS

Itemize the elements of fringe benefits in the space below:

Medicare and FICA

Fringe Benefit Rate %	7.65%
-----------------------	-------

Fringe Benefits Total	\$216,083
-----------------------	-----------

FORM I-2: TRAVEL Budget Category Detail Form

Legal Name of Respondent:

Austin Public Health

Conference / Workshop Travel Costs					
Description of Conference/Workshop	Justification	Location City/State	Number of:	Travel Costs	
			Days/Employees		
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				Total	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				Total	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				Total	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				Total	\$0
TOTAL FROM TRAVEL SUPPLEMENTAL CONFERENCE/WORKSHOP BUDGET SHEETS					\$0

Total for Conference / Workshop Travel

\$0

Other / Local Travel Costs

Justification	Number of Miles	Mileage Reimbursement Rate	Mileage Cost (a)	Other Costs (b)	Total (a) + (b)
Local mileage to complete deliverables.	6000	\$0.560	\$3,360		\$3,360
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
TOTAL FROM TRAVEL SUPPLEMENTAL OTHER/LOCAL TRAVEL COSTS BUDGET SHEETS					\$0

Total for Other / Local Travel

\$3,360

Other / Local Travel Costs: \$3,360

Conference / Workshop Travel Costs: \$0

Total Travel Costs:

\$3,360

Indicate Policy Used:

Respondent's Travel Policy

State of Texas Travel Policy

Revised: 7/6/2009

FORM I-3: EQUIPMENT AND CONTROLLED ASSETS Budget Category
Detail Form

Legal Name of Respondent:

Austin Public Health

Itemize, describe and justify the list below. Attach complete specifications or a copy of the purchase order. See attached example for equipment definition and detailed instructions to complete this form.

Description of Item	Purpose & Justification	Number of Units	Cost Per Unit	Total
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
TOTAL FROM EQUIPMENT SUPPLEMENTAL BUDGET SHEETS				\$0

Total Amount Requested for Equipment:

\$0

FORM I-4: SUPPLIES Budget Category Detail Form

Legal Name of Respondent:

Austin Public Health

Itemize and describe each supply item and **provide an estimated quantity and cost (i.e. #of boxes & cost/box) if applicable.** Provide a justification for each supply item. Costs may be categorized by each general type (e.g., office, computer, medical, educational, etc.) See attached example for definition of supplies and detailed instructions to complete this form.

Description of Item <small>[If applicable, provide estimated quantity and cost (i.e. # of boxes & cost/box)]</small>	Purpose & Justification	Total Cost
Computer Workstations (Laptop, docking station, peripherals) for 20 Staff @ \$2000 each)	To conduct COVID-19 activities in the office and remotely.	\$40,000
Office Supplies, \$1000/FTE for 20 staff	General Office Supplies needed to support activities for COVID response activities, binders, files, file hangers, small office equipment, and notepads. Supplies are items with a unit cost no greater than \$499.	\$20,000
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
TOTAL FROM SUPPLIES SUPPLEMENTAL BUDGET SHEETS		\$0

Total Amount Requested for Supplies:

\$60,000

FORM I-5: CONTRACTUAL Budget Category Detail Form

Legal Name of Respondent: Austin Public Health

List contracts for services related to the scope of work that is to be provided by a third party. If a third party is not yet identified, describe the service to be contracted and show contractors as "To Be Named." Justification for any contract that delegates \$100,000 or more of the scope of the project in the respondent's funding request, must be attached behind this form.

CONTRACTOR NAME (Agency or Individual)	DESCRIPTION OF SERVICES (Scope of Work)	Justification	METHOD OF PAYMENT (i.e., Monthly, Hourly, Unit, Lump Sum)	# of Months, Hours, Units, etc.	RATE OF PAYMENT (i.e., hourly rate, unit rate, lump sum amount)	TOTAL
TBD	Vaccine Outreach Intelligence Center & Model Data Subscription.	Utilize relevant Census tract data at the zip code level to identify geographic areas with increased populations of identified racial and ethnic minority groups.	Monthly	30	\$5,000.00	\$150,000
TBD	Technical Support.	Utilize relevant Census tract data at the zip code level to identify geographic areas with increased populations of identified racial and ethnic minority groups.	Hourly	130	\$308.00	\$40,040
TBD	Creative Focus message testing.	Utilize relevant Census tract data at the zip code level to identify geographic areas with increased populations of identified racial and ethnic minority groups.	Unit	6	\$15,000.00	\$90,000
Litaker Group, LLC	Collect and review information related to clinic operations; codify clinic operations; conduct and develop training exercise; facilitate vaccine coalition meetings.	Ensure vaccination clinic processes and procedures are reviewed , codified, and exercised. Continue to facilitate vaccine coalition meetings.	Lump	1	\$20,000.00	\$20,000
						\$0
						\$0
						\$0
						\$0
						\$0
TOTAL FROM CONTRACTUAL SUPPLEMENTAL BUDGET SHEETS						\$0

Total Amount Requested for CONTRACTUAL:

\$300,040

Revised: 7/6/2009

FORM I-6: OTHER Budget Category Detail Form

Legal Name of Respondent:

Austin Public Health

Description of Item [If applicable, include quantity and cost/quantity (i.e. # of units & cost per unit)]	Purpose & Justification	Total Cost
Printing	Printing of messaging and outreach materials for COVID-19.	\$50,000
Translation Services	Translation for outreach and educational materials.	\$50,000
Paid media	To advertise and educate on COVID-19 immunization resources, especially in hard-to-reach areas.	\$100,000
Tangible incentives (gift cards)	To incentivize the unvaccinated to get vaccinated against COVID-19.	\$100,000
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
TOTAL FROM OTHER SUPPLEMENTAL BUDGET SHEETS		\$0

Total Amount Requested for Other:

\$300,000

Budget Detail - Year 2

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N

[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name	Position	Computation				
List each name, if known.	List each position, if known.	Show annual salary rate & amount of time devoted to the project for each name/positio				
		Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost
		Total(s)				
		\$0				
Narrative						

Purpose Area #4

B. Fringe Benefits			
Name		Computation	
<i>List each grant-supported position receiving fringe benefits.</i>		<i>Show the basis for computation.</i>	
		<i>Base</i>	<i>Rate</i>
			<i>Total Cost</i>
			<i>Total(s)</i>
			\$0
Narrative			

Purpose Area #4

C. Travel								
Purpose of Travel	Location	Type of Expense	Basis	Computation				
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination.	Lodging, Meals, Etc.	Per day, mile, trip, Etc.	Compute the cost of each type of expense X the number of trips				
				Cost	Quantity	# of Staff	# of Trips	Total Cost
Law Enforcement Training (City)	Multiple	Meals	Day	\$71.00	4	1	6	\$1,704
Law Enforcement Training (City)	Multiple	Transportation	Round-trip	\$400.00	1	1	6	\$2,400
Law Enforcement Training (City)	Multiple	Other	N/A	\$30.00	2	1	6	\$360
Law Enforcement Training (City)	Multiple	Lodging	Night	\$120.00	4	1	6	\$2,880
Total(s)								\$7,344
Narrative								
The City requests \$7,344 for law enforcement training purposes. The Austin Police Department currently has 1,908 sworn and over 725 civilian personnel. Given a minimum of 6 police personnel to travel to in-and out-of-state opportunities. Coursework will focus on topics such as violent and property crime prevention, officer safety and wellness, forensics, and interview and interrogation techniques. To increase the cost-effectiveness of training police personnel, participants in out-of-state training will return to Austin and share lessons learned with their colleagues and supervisors. The registration fees associated with some of the above travel are included under the other costs category.								

Purpose Area #4

D. Equipment			
Item		Computation	
<i>List and describe each item of equipment that will be purchased</i>		<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>	
	# of Items	Unit Cost	Total Cost
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

E. Supplies			
Supply Items		Computation	
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purch</i>	
	# of Items	Unit Cost	Total Cost
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

F. Construction				
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per unit)</i>		
		# of Items	Cost	Total Cost
				\$0
Total(s)				\$0
Narrative				

Purpose Area #4

G. Subawards (Subgrants)						
Description	Purpose	Consultant?				
<i>Provide a description of the activities to be carried out by subrecipients.</i>	<i>Describe the purpose of the subaward (subgrant)</i>	<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>				
			Total Cost			
Law enforcement equipment and NIBRS conversion solutions	Subaward with Travis County (Disparate Jurisdiction)	No	\$80,702			
			Total(s)		\$80,702	
Consultant Travel (if necessary)						
Purpose of Travel	Location	Type of Expense	Computation			
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the</i>			
			Cost	Duration or Distance	# of Staff	Total Cost
						\$0
			Total		\$0	
Narrative						

Purpose Area #4

The subaward with the disparate jurisdiction, Travis County, totals \$80,702. It will allow for the purchase of eight (8) License Plate Readers (LPR) for use by first responders (\$10,087.75 each). The readers will electronically scan vehicle license plates, which will save the time required by manual entry and will eliminate entry error.

H. Procurement Contracts

Description	Purpose	Consultant?	
<i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>	<i>Describe the purpose of the contract</i>	<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>	
			Total Cost
Training contract (1 @ \$2,780)	Locally hosted training for law enforcement and criminal justice system personnel	No	\$2,780
Total(s)			\$2,780

Consultant Travel (if necessary)

Purpose of Travel	Location	Type of Expense	Computation			
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the</i>			
			Cost	Duration or Distance	# of Staff	Total Cost

Purpose Area #4

						\$0
Total						\$0
Narrative						
<p>The City requests \$2,780 to provide a locally hosted training for law enforcement personnel. With a municipal police workforce of 1,908 sworn and 725 civilian, this is a very cost-effective use of grant funding. During year 2, funding will allow up to a hundred staff members to receive instruction to improve our local criminal justice system. Calculation: 1 hosted training @ \$2,780.</p>						
I. Other Costs						
Description		Computation				
<i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>		<i>Show the basis for computation</i>				
	Quantity	Basis	Cost	Length of Time	Total Cost	
Training Registration (City)	15	per person	\$575.00	1	\$8,625	
Total(s)						\$8,625
Narrative						

Purpose Area #4

The City requests \$8,625 to cover the cost of registration fees associated with in-and out-of-state training for law enforcement personnel. As registration fees used an average registration cost of \$575 for the calculation and anticipates that 15 law enforcement personnel will be trained as a result of year 2 FY18 JAG 1

Purpose Area #4

J. Indirect Costs			
Description <i>Describe what the approved rate is and how it is applied.</i>		Computation <i>Compute the indirect costs for those portions of the program which allow such</i>	
	Base	Indirect Cost Rate	Total Cost
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

No	
on.	
Non-Federal Contribution	Federal Request
\$0	\$0

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
\$0	\$0

Purpose Area #4

<p>of people traveling.</p>	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$1,704
\$0	\$2,400
\$0	\$360
\$0	\$2,880
\$0	\$7,344
<p>rant funding will allow a collaborative leadership, s who attend in-and out-of-ravel costs are included</p>	

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

<p>based X the cost per item.</p>	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

er item)	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
\$0	\$80,702
\$0	\$80,702
<i>number of people traveling.</i>	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

st responders (8 @ IRS.	
Non-Federal Contribution	Federal Request
\$0	\$2,780
\$0	\$2,780
number of people traveling.	
Non-Federal Contribution	Federal Request

Purpose Area #4

	\$0
\$0	\$0
an personnel, hosted training ial justice system and reduce	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
\$0	\$8,625
\$0	\$8,625

s vary quite a bit, the City
funding.

Purpose Area #4

h costs.

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0



City of Austin
Founded by Congress, Republic of Texas, 1839
P.O. Box 1088, Austin, Texas 78767-1088

June 25, 2021

Wendy Rose
U.S. Department of Justice
Sent electronically via GMS

RE: *Program Office Approvals GAN,
City of Austin Justice Assistance Grant, 2018-DJ-BX-0419*

Dear Ms. Rose:

In 2018, the City of Austin received a grant award in the amount of \$322,806 from the U.S. Department of Justice, Office of Justice Programs, Justice Assistance Grant Program. The City of Austin was allocated \$242,104 and the Travis County Sherriff's Office (disparate jurisdiction) received \$80,702. The City serves as Fiscal Agent for this grant program. The FY18 JAG Project Identifiers are: technology, policing, training and traffic enforcement.

With this letter, we request program office approval of budget revisions that allow for the movement of over 97% of awarded funds allocated to the City, specifically:

- Travel and locally-hosted training costs were removed
- Registration costs were reduced to \$5,619
- A learning management system was added at \$236,485 in the other costs category

I have attached the current approved budget and the proposed budget. With the ongoing focus on training, all revisions are within the original scope of the project. Our project goals and objectives remain the same – to support crime-fighting efforts through training, equipment and technology resources necessary for law enforcement personnel. The approval of these revisions will allow the City to complete approved activities.

Thank you for considering this request. If you need any additional information, please contact Kyran FitzGerald at (512) 974-5033.

Sincerely,

Joseph Chacon
Chief of Police

Budget Detail - Year 4

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name	Position	Computation				
List each name, if known.	List each position, if known.	Show annual salary rate & amount of time devoted to the project for each name/positio				
		Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost
						\$0
Total(s)						\$0
Narrative						

Purpose Area #4

B. Fringe Benefits			
Name <i>List each grant-supported position receiving fringe benefits.</i>		Computation <i>Show the basis for computation.</i>	
	Base	Rate	Total Cost
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

C. Travel								
Purpose of Travel	Location	Type of Expense	Basis	Computation				
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of trips</i>				
				Cost	Quantity	# of Staff	# of Trips	Total Cost
Total(s)								\$0
Narrative								

Purpose Area #4

D. Equipment			
Item		Computation	
<i>List and describe each item of equipment that will be purchased</i>		<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>	
	# of Items	Unit Cost	Total Cost
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

E. Supplies			
Supply Items		Computation	
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purch</i>	
	# of Items	Unit Cost	Total Cost
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

F. Construction				
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per unit)</i>		
		# of Items	Cost	Total Cost
				\$0
Total(s)				\$0
Narrative				

Purpose Area #4

G. Subawards (Subgrants)						
Description	Purpose			Consultant?		
<i>Provide a description of the activities to be carried out by subrecipients.</i>	<i>Describe the purpose of the subaward (subgrant)</i>			<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>		
					Total Cost	
					Total(s)	\$0
Consultant Travel (if necessary)						
Purpose of Travel	Location	Type of Expense		Computation		
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>		<i>Compute the cost of each type of expense X the</i>		
				Cost	Duration or Distance	# of Staff
						\$0
					Total	\$0
Narrative						

Purpose Area #4

H. Procurement Contracts							
Description <i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>		Purpose <i>Describe the purpose of the contract</i>		Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>			
						Total Cost	
						Total(s)	\$0
Consultant Travel (if necessary)							
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		Location <i>Indicate the travel destination.</i>		Type of Expense <i>Hotel, airfare, per diem</i>		Computation <i>Compute the cost of each type of expense X the</i>	
				Cost	Duration or Distance	# of Staff	Total Cost

Purpose Area #4

						\$0
Total						\$0
Narrative						
I. Other Costs						
Description <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>		Computation <i>Show the basis for computation</i>				
	Quantity	Basis	Cost	Length of Time	Total Cost	
Learning Management Software System	1	unit	\$236,485.00	1	\$236,485	
Training Registration (City)	10	per person	\$561.90	1	\$5,619	
Total(s)						\$242,104
Narrative						

Purpose Area #4

The City requests \$236,485 to purchase (June 1, 2021) a Learning Management System (LMS) that will facilitate better organization of APD's Training Academy more efficient curriculum planning (including updates and modifications) for current and future cadet classes, ensure accurate TCOLE and BPOC planning, and to new instructors when staff leave the Academy. A reliable LMS will allow the contents of every course, including lesson plans, lecture slides, video clips, assessment collaborative work and grades, to be securely stored in one place, easily accessible to personnel with the proper credentials.

The City requests \$5,619 to cover the cost of registration fees to provide training on the new LMS for key law enforcement personnel.

Purpose Area #4

J. Indirect Costs			
Description <i>Describe what the approved rate is and how it is applied.</i>		Computation <i>Compute the indirect costs for those portions of the program which allow such</i>	
	Base	Indirect Cost Rate	Total Cost
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

No	
on.	
Non-Federal Contribution	Federal Request
	\$0
\$0	\$0

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

r of people traveling.	
Non-Federal Contribution	Federal Request
\$0	\$0

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

based X the cost per item.	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

er item)	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

Non-Federal Contribution	Federal Request
	\$0
\$0	\$0
number of people traveling.	
Non-Federal Contribution	Federal Request
	\$0
\$0	\$0

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0
number of people traveling.	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>

Purpose Area #4

[illegible]

y course materials, allow for
d make it easier to transition
gnments, activities, exams,

Purpose Area #4

n costs.	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

City of Austin and Travis County FY18 Edward Byrne Memorial Justice Assistance Grant

Program Narrative

The City of Austin, applicant agency, is a home-rule municipality situated in Travis, Williamson, and Hays Counties of Texas. The City of Austin Police Department (APD) serves over 967,629 persons residing within 326.33 square miles. The City is surrounded by 30 small cities, towns, villages and unincorporated areas, primarily located within the County. Travis County Sheriff's Office (TCSO) serves approximately 339,055 individuals residing within 692 square miles. According to the Austin Convention and Visitors Bureau, an estimated 17 million people travel to the metropolitan area annually.

The City of Austin submits this FY18 Justice Assistance Grant (JAG) program application in accordance with the attached Memorandum of Understanding. *The MOU is in draft form as the City and County have not yet reached agreement on the award distribution.* The total budget request is \$322,806, with the City receiving \$276,608 and the Travis County Sheriff's Office receiving \$46,198. The City of Austin will serve as Fiscal Agent for the duration of the grant period, October 1, 2017 – September 30, 2021.

Description of the Issues

Sharp decreases in funding streams coupled with population growth and persistent incidents of violent and property crime citywide have significantly impacted local law enforcement investigations. UCR violent crime reported by the City of Austin for 2014 to 2016:

FBI UCR Part I Violent Crimes	2014	2015	2016
Murder	32	23	39
Rape	571	487	747
Robbery	873	929	1,048
Aggravated Assault	2,105	2,058	2,069
Total Violent Crime	3,581	3,497	3,903

UCR violent crime reported by Travis County for 2014 to 2016:

FBI UCR Part I Violent Crimes	2014	2015	2016
Murder	2	4	10
Rape	75	61	53
Robbery	46	56	64
Aggravated Assault	414	492	557
Total Violent Crime	537	613	684

Purpose Areas

The City of Austin and Travis County projects will address crime through the provision of direct services and will improve the effectiveness and efficiency of the criminal justice system. All funds will be purposed for public safety equipment and training that will improve and enhance local law enforcement programs. The top five FY16 JAG Project Identifiers for the City of Austin and Travis County are: criminal records, equipment (general), education, law enforcement leadership, and training (use of force).

Project Goals, Objectives and Activities

With this proposal, the City and County request \$322,806 in FY18 JAG funding. The goals of the City and County projects are to implement equipment and training projects and to improve the local criminal justice system. Success will be achieved by focusing on the objectives of building capacity and increasing service throughput by purchasing critical equipment, ensuring the proper use, tracking, and maintenance of grant-funded equipment, providing training opportunities for law enforcement professionals, and ensuring the implementation of NIBRS. Neither the City nor County are currently certified NIBRS compliant. The City and County will coordinate JAG grant activities with those of other local and federally-funded

initiatives to prevent unnecessary overlap in services and maximize collective impacts. The City will receive governing body approval for the subaward post-DOJ award and anticipates finalizing the interlocal agreement by the spring of 2019.

Project Design and Implementation

The City of Austin's project primarily focuses on training. The Austin Police Department's Travel and Training Committee meets weekly to review available opportunities, determine which fall in line with law enforcement priorities and the national evidence base, and make decisions for funding based on cost analysis as well as chronic and emerging needs. The Austin community provides input (monthly) on officer and civilian training needs through the City of Austin Public Safety Commission and through citywide commander forums.

City of Austin Police Department

The City allocation of \$276,608 will be purposed for personnel (year 2) and for law enforcement training (years 2 – 4) to assist APD in appropriately and effectively responding to emergency and non-emergency incidents. The City requests \$8,300 (3% set aside of FY18 funds) to ensure NIBRS certification and implementation and \$268,308 to train sworn and civilian law enforcement personnel. Costs for year 1 of this 4-year FY18 JAG project are not included with this budget as the first year (October 1, 2017 - September 30, 2018) will have concluded prior to the actual project start date.

The City requests \$8,300 to cover the overtime costs (base and fringe) of one or more IT Systems Administrators. Our IT technicians (City-funded personnel eligible for overtime assignment) will assist the City of Austin with resolving errors, troubleshooting system issues and training internal NIBRS system users on best practices. The City anticipates receiving NIBRS certification by the spring of 2019.

The City requests \$268,308 to train law enforcement personnel. With a municipal police workforce of 1,908 sworn and 725 civilian personnel, hosted training is a very cost-effective use of grant funding. Funding in the amount of \$102,498 for 21 locally hosted training contracts will allow hundreds of staff members to receive instruction to improve our local criminal justice system and reduce violent crime. Coursework will focus on evidence-based approaches and topics such as violent crime, forensics, officer safety and wellness, community engagement, cultural diversity and interview and interrogation techniques. In addition, JAG funding in the amount of \$79,560 will allow police personnel to travel to in- and out-of-state training opportunities. Coursework will focus on violent and property crime prevention, leadership, officer safety, collective efficacy, forensics, interview and interrogation techniques, and evidence-informed policing strategies. Participants attending in- and out-of-state training will return to Austin and share lessons learned with their colleagues and supervisors. Registration fees (\$86,250) for outside training opportunities are included in the other costs category.

Travis County Sheriff's Office

The subaward with the disparate jurisdiction, Travis County, totals \$46,198. It will allow for the purchase of four (4) License Plate Readers (LPR) for use by first responders (\$11,203 each). The readers create greater on-scene efficiency as the devices electronically scan vehicle license plates, saving the time required with manually entry. In addition, the equipment virtually eliminates entry errors.

The subaward will also provide \$1,386 (3% set aside) to complete NIBRS conversion activities (unbudgeted contractual costs).

Capacities and Competencies

The City of Austin Police Department will serve as the fiscal agent for this program. The department currently administers a general fund budget of over \$400 million, manages grant funds in excess of \$12 million, and, over the last 15 years, has completed grant obligations for projects costing many millions more. The department has extensive expertise in managing both state and federal grants involving multiple strategies and collaborations. The City of Austin has the capacity to conduct the required accounting and auditing and will be responsible for all required programmatic and financial reporting. The City of Austin Police Department Financial Management Division is composed of 21 well-trained individuals. The Assistant Director of Administrative Services has over 30 years experience in government accounting and grants. The accounting and grants section includes a finance manager, three financial consultants, and a grants manager, with a combined 80 years of experience in financial, grants, and governmental accounting.

Every grant awarded is assigned a distinct number that is used to track expenditures for the life of the grant. A Financial Consultant is assigned to each grant. The consultant is responsible for ensuring compliance and compiling reports for the review of and submission by the Financial Manager. The drawdown of grant funding will only take place with the express written approval of the Financial Manager. All grant funds received by the City are included in the single audit, which is conducted annually.

Collecting Data for Performance Measures

Performance measure data will be collected to inform the Bureau of Justice Assistance of the program's performance and to enhance program implementation. The City of Austin and Travis County anticipate that FY18 JAG funding will significantly impact local and regional public safety capabilities. The two agencies will work collaboratively to collect all performance

measure data over the four-year grant period. The data will be compiled in databases that are updated monthly and reported to BJA as required. Recognized project management methodologies for tracking progress, risks, and issues will be used to ensure the identification of barriers and the timely completion of project activities.